

Dunlap Middle School

Student Handbook 2019-2020

This handbook is a summary of the District rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the Board Office, located at 3020 Willow Knolls Road, Peoria, Illinois 61614 or at the District's website at:

<http://www.dunlapcusd.net/District/Pages/SchoolBoardPolicies.aspx>

The District uses several modes of communication to keep parents and community members informed. You can view updates and information at:

- Webpage: <http://www.dunlapcusd.net/Pages/Splash.aspx>
- Facebook: <https://www.facebook.com/DunlapSchools>
- Twitter: [@dunlapschools](https://twitter.com/dunlapschools)
- Blog: <http://www.dunlapcusd.net/District/Pages/default.aspx>
- Instagram [@Dunlap323](https://www.instagram.com/Dunlap323)
- School Messenger (phone/email alert system)
- [YouTube Channel](#)

Dunlap Middle School opened in January, 1999 to seventh and eighth grade students from Pioneer Junior High. Sixth grade students joined seventh and eighth grade students for the 1999-2000 school year.

Dunlap Middle School: 5200 W. Cedar Hills Dr., Dunlap, Illinois 61525
<http://www.dunlapcusd.net/dms/Pages/default.aspx>
Phone: (309) 243-7778 Fax: (309) 243-1136

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PART I: GENERAL SCHOOL INFORMATION

SCHOOL HOURS

School starts at 8:24 A.M., and students are dismissed at 3:30 P.M. on Monday, Tuesday, Thursday, and Friday. On Wednesday, students are dismissed at 3:00 P.M. Students should not report to the building before 8:00 A.M. unless they are to meet with a teacher or participate in an extra-curricular activity. Students should leave the building by 3:40 on Monday, Tuesday, Thursday and Friday and by 3:10 on Wednesday. School is rarely dismissed early, but in the event of extreme weather conditions, it may occur. You should make arrangements for your children in the event no one is home and school is closed early due to emergencies.

WEATHER DELAYS

Administration may choose to implement a two-hour delay to the start of the school day in the case of inclement weather (snow, ice, extreme cold, etc.). It's not anticipated that a delayed start will occur often, but it does provide an additional option to ensure a productive school environment, while maintaining safe conditions for all staff, students, and parents. This decision will be announced no later than 6:30 a.m. on the day of the delayed start via School Messenger system as well as local TV stations.

On these days, buses will run and morning pick up times will be two hours later than normal. Classes will begin two hours later than their regularly scheduled time. There will be no morning Early Childhood or Bright Futures classes, but the afternoon classes will run at the normal time. School will still dismiss at the regular time. Further information regarding our weather related procedures can be found at

<http://www.dunlapcusd.net/District/Pages/SchoolClosingPolicy.aspx>.

ATTENDANCE

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

Subject to specific requirements in State law, the following children are not required to attend a public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician, (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program. See Board [Policy 7:70](#) or contact the building principal for more information.

ATTENDANCE REPORTING

It is preferred that the student be in attendance for the full day. Students who are ill must be in attendance for at least one half day (3 ½ clock hours) in order to participate in any school activity that evening. Exceptions to this rule are emergencies or pre-approved absences through the office. State law dictates that schools are responsible for making a reasonable effort to verify a child's absence from school on any given day. To facilitate this process, parents are asked to notify the school NO LATER THAN 9:00 A.M. for the day their child is absent and explain the reason for the absence. Parents may do so by email (kwenskus@dunlapcusd.net) or phone (243-1034) and follow the prompts. Parents who have not verified an absence will receive an automated phone call regarding a student's absence after a student has been marked "Non-Verified" for at least two of the first three periods.

ABSENCES

Planned Absence: If a student knows he or she will be absent, the parents should request in writing that their student obtain a planned absence form from the office. This form must be taken to each of the student's teachers at least two school days in advance of the absence in order to obtain advance assignments. If one full day notice is not given, teachers may refuse to give advance assignments and require students to make up any missed work upon return to school. Students are expected to remain current in their course work when they return. Teachers will assign a reasonable date of completion for missed work.

Excused Absence: Generally speaking, a student's parent or guardian may excuse him/her from school (for all or part of a day) and their phone call or note will be honored by the Administration. If a student's absenteeism becomes excessive (more than 7 days in a semester) the Administration may request a Doctor's verification before any further absences are excused. Upon the accumulation of 7 absences per semester, the student will be counted as unexcused (unless Doctor verification is given) for all subsequent absences and the student will be subject to disciplinary action. Students who miss more than 7 times in a semester may be denied permission to attend school sponsored field trips. Illness or family emergencies are the only absences that will be excused on a daily basis.

In the case of a military honors funeral, a student must notify the building principal or other administrator at least two days prior to the absence providing the date, time, and location of the military honors funeral. This requirement may be waived if the student did not receive notice at least two days in advance, but the student shall notify the administration as soon as possible of the absence.

Unexcused Absences/Truancy: Any absence which is determined to be unexcused by the Assistant Principal or Principal may result in a 0 and no make-up of any schoolwork missed. There may also be additional disciplinary action taken such as detention or suspension depending on the circumstances. An absence without a call or note from a parent or guardian or skipping class is considered truancy. Students returning to school after being absent without a call or note from a parent or guardian will be considered unexcused. The consequence for an unexcused absence is typically in-school suspension. Further truancy problems may result in further consequences and/or notification of the juvenile officer in appropriate cases.

APPROPRIATE STUDENT DRESS

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. We solicit your cooperation and ask that EXTREMES in grooming and dress be restricted. Parents are often confronted with "everyone is doing it," when that is rarely true. Parents have the ultimate authority to determine the appearance of their children, and they should be careful not to give up that responsibility. The following dress code will be strictly enforced. Consider the consequences if you choose to attend school in attire that may cause you to have to change and be subject to further disciplinary action.

- No tank tops, unless a T-shirt is worn underneath. A tank top is defined as a shirt that does not cover the entire shoulder area from the neck to the arm (at least 4 inches). Arm openings on shirts should not be larger than the arm itself.
- Students should be covered from shoulder to mid-thigh.
- No hats, bandanas or do-rags; no chains are permitted, including wallet chains.
- No clothing is permitted that displays alcohol, tobacco, or any other illegal substance.
- Shorts and skirts are permitted, but only if they are mid-thigh length.
- All clothing must be worn as intended (i.e. belts must be buckled, pants worn over hips, etc.)
- Outerwear (coats, etc.) or sleepwear (pajamas) may not be worn in the building unless a teacher gives permission to do so in a specific instance.
- Any other clothing that could be disruptive to the educational process.

BOOK BAGS AND VALUABLES

Book bags, backpacks, and purses may be brought to school, but must be left in lockers during the school day.

Students are not to keep valuable articles at school or bring money in excess of what they will need for lunch or another specific purpose. Students must be responsible for their own personal belongings and for leaving items of value at home.

CELLULAR PHONES AND ELECTRONIC DEVICES

Cellular phones and similar devices are to be off and out of sight during school hours, unless use is authorized by the student's classroom teacher for educational purposes. Unauthorized use of a cellular telephone in any manner that disrupts the educational environment violates student conduct rules. The first violation will result in the device being taken and given to the office, and the student will receive a warning. Second violation will result in the parent picking up the device. Third and subsequent violations will result in parent picking up the device and an office detention.

CLOSED CAMPUS POLICY

School policy requires each student to remain on school property during the school day unless permission to leave has been requested in writing by the parent and submitted to the principal or secretary. The school day includes the time a student is participating in activities after 3:30 P.M. (3:00 P.M. on Wednesday). If students are participating in an activity, they may not leave the school building without the permission of the sponsor or coach until the activity/practice is completed.

ENROLLMENT REQUIREMENTS

Parents/guardians enrolling in the District for the first time must present: A certified copy of the student's birth certificate, proof of residence as required by Board [Policy 7:60](#), proof of disease immunization or detection and the required physical examination, as required by State law and Board [Policy 7:100](#).

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school. If at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of the State law, and must not be charged tuition.

FEES, FINES CHARGES AND WAIVERS OF FEES

Dunlap School District establishes fees and charges to fund certain school activities. Textbooks are purchased by the school and rented to the students for convenience and financial savings for the family. Students will pay for the loss or damage beyond normal use of school books or other school-owned materials.

Fees for textbooks, other instructional materials and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in Board [Policy 4:140](#). Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. The Building Principal will give additional consideration where one or more of the following factors are present: Illness in the family, unusual expenses such as fire, flood, and storm damage, etc.; unemployment, emergency situations, or when one or more of the parents/guardians are involved in a work stoppage.

Within 30 calendar days after receipt of a waiver request, the Building Principal shall mail a notice to the parent/guardian whenever a fee waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

LUNCH AND CAFETERIA PROGRAM

Hot lunches may be purchased at school each day. In addition to the regular hot lunch plate, several á la carte items are available as extras for both students purchasing a hot lunch and those bringing their own lunch.

Students need to be aware of the following guidelines regarding the hot lunch and cafeteria programs:

- Lunches are sold through a debit card system only. Students may put money on their account at registration and then at other intervals as they wish (i.e., parents can continue to purchase a week's worth of lunch). Students not wishing to put a large quantity of money on their account can put money onto their account daily. The cafeteria cashier will be open before school for this purpose. The purpose of this automation is to speed up the checkout process at lunch; therefore, cash will not be accepted at the lunch line. If students wish to pay on a daily basis, they must have the money added to their account before school each day.
- A student buying a hot lunch may NOT purchase separate items for another student.
- Students are responsible for clearing their trays, paper products, and other items.
- No food or drinks may be taken from the commons.
- The teacher on duty will dismiss students.
- A healthy snack vending machine is available for use before and after school, and lunch. Other vending machines are available for use after school only.

FREE AND REDUCED PRICE FOOD SERVICES

A student's eligibility for free and reduced price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service, (2) the application process, (3) the name and telephone number of a contact person for the program, and (4) other information required by federal law. The Superintendent shall provide the same information to (1) informational media, the local unemployment office, and any major area employers contemplating layoff, and (2) the District's website, all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information. Contact the Director of Food Services at (309) 691-3955 for more information.

LOCKER USE

Each student is assigned a locker in both the hallway and the gym locker room. It is very important that you use only the locker assigned to you and you do not give out your combination to anyone. The lockers remain school property and may be searched by school officials at any time. It is important that you properly secure your personal belongings; the school is not responsible for stolen items. Any drinks brought to school for lunch must be in a factory sealed container. Unsealed drinks will not be permitted in lockers at any time.

PARENTS' CLUB

The Dunlap Middle School Parents' Organization is a service group to students, parents and staff. All parents are automatically members of the Parent's Club and are encouraged and invited to attend the monthly meetings. Additional information can be found on the school's website.

SAFETY DRILLS

Pursuant of the School Safety Drill Act (105 ILCS 128), Fire, Storm, Law Enforcement, and Bus Safety drills are conducted regularly throughout the school year. Schools will conduct a minimum of 3 fire drills, 1 shelter in place/storm drill, 1 law enforcement drill, and 1 bus safety drill. These are done during the school day with partnership with local law and fire agencies

SCHOOL MESSENGER

School Messenger is a notification service, which allows Dunlap School District #323 to send telephone messages and/or email notifications providing important information about school events or emergencies. School Messenger is used to notify parents of school emergencies and cancellations due to inclement weather and other situations that may arise. The office may use School Messenger to send out reminders for various events.

SEARCH AND SEIZURE

To maintain order 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. 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. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search should be conducted as follows: Outside the view of others, including students; In the presence of a school administrator or adult witness; and by a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken.

STUDENT HEALTH

ADMINISTRATION OF MEDICATION TO STUDENTS

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) 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 and otherwise follow the District's procedures on dispensing medication.

No school district employee shall 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 shall 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 policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

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

HEALTH

Keep the school completely informed about the present and past physical condition of your child. It is very important that we have a complete and current health history. You have knowledge that could be very beneficial to us in helping your child. Each parent is requested to complete a health history and an emergency card to keep on file in the office. Please refer to the section "ADMINISTRATION OF MEDICATION TO STUDENTS" for guidelines governing distribution and use of medications while at school.

Health Examinations, Immunizations, and Exclusion of Students

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health. Please refer to Board of Education [Policy 7:100](#), available on the District website at: http://www.dunlapcusd.net/District/D323%20Policies/7_100.pdf.

All New Students:

- Must provide proof of compliance regardless of grade they are entering
- Eye exams are required for students entering an Illinois school for the first time.
- Students who are coming from out of state or out of country will have 30 days from the day of registration to comply with requirements.

6th Grade:

- Current physical (August 17, 2017 or later)
- A current dental exam is required by the State of Illinois.
- Hepatitis B vaccine (3 required)
- Meningococcal-1 dose
- Tdap-1 dose

9th Grade:

- Current physical (August 17, 2017 or later) with compliant immunizations.

Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination whenever health examinations are required.

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations.

A student may be exempted from this policy's requirements for religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a completed certificate of religious exemption form or a signed statement explaining the objection. A student may be exempted from health examination or immunization requirements on medical grounds if a physician provides written verification.

SCHOOL WELLNESS

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and community. Please refer to Board [Policy 6:50](#) for more information on School Wellness.

STUDENT INSURANCE

As a convenience to parents, an optional plan of student insurance has been made available. The Board of Education has annually designated the company by which the coverage will be offered and has permitted the distribution of information about the plan in the schools. Although the Board will exercise care in the selection of a reliable company, a parent/guardian must understand that the Board has not in any way endorsed the plan or recommended that parents secure the coverage. Specifically stated, the contract will be between the parent and the company, and with the Board assuming no financial involvement in the operation. The school staff will be involved only in the distribution of informational materials and in completion of accident reports when appropriate. Brochures will be available in the school office.

STUDENT RECORDS

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in state or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings, including without limitation, electronic recordings made on school buses, that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student 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.

Permanent Records include: name, address, birthdate and place, gender, academic transcript, grade level achieved, attendance record, accident reports, health records, honors and awards, participation in athletics or school sponsored activities, or offices held in an organization. Permanent records will be kept in the school file.

Temporary Records include: discipline records, family background information, intelligence test scores, psychological evaluations, personality ratings, observation interviews, achievement test results, and anecdotal records.

The Superintendent shall implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

STUDENT SURVEYS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey. Please refer to Board [Policy 7:15](#) for more information.

TELEPHONES

Messages: If you need to communicate with your child during the school day, call the office. Indicate if the need is an emergency and if so, we will call the student to the phone or do whatever is necessary to help. If it is not an emergency, we will give the student the message at a convenient time during the day.

Student Use of Phone: Use of the school phone by students during the day is discouraged. Students will not be allowed to use the phone during the day for trivial reasons. Parents should not get into the habit of running over to school with items that students have forgotten, and phones generally will not be available for such purposes. In order to use a telephone, a student must have a phone pass from the office or a teacher.

TRANSPORTATION & BUS CONDUCT

All students must follow the District's School Bus Safety Rules. The Superintendent, or any designee, as permitted in The School Code is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in the Board [Policy 7:190](#), *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education 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.

Academic Credit for Missed Classes During School Bus Suspension

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

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

USING ANIMALS IN THE EDUCATIONAL PROGRAM

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (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.

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissections of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of (1) their right to refrain from performing, participating in, or observing dissection and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

PART II: ACADEMIC

GRADING SCALE

The grading scale used for all students is as follows:

A+ = 99-100	A = 94-98	A- = 92-93
B+ = 90-91	B = 86-89	B- = 84-85
C+ = 82-83	C = 76-81	C- = 74-75
D+ = 72-73	D = 68-71	D- = 66-67
F = 0-65		

Honor rolls are published at the end of the first three quarters and are based on grade point average. The following subjects count in figuring the honor rolls: English, science, math, literature, social studies, and health. There are three different honor rolls: 4.0 High Honor Roll, 3.5 - 3.9 Honor Roll, 3.0 - 3.4 Honorable Mention.

MAKE-UP WORK

Students who are absent should access the Dunlap Middle School website:

<http://www.dunlapcusd.net/dms/Pages/default.aspx>. Students can call friends in their classes to obtain assignments or answer questions about what was missed. As a general policy, students will be given one day per day absent to make up work. If a student is absent the day of a test, he/she will be expected to take the test the day the student returns. It is the responsibility of the student to obtain any make up work he or she may have missed due to an absence. The Homework Hotline may be used when you are absent from school due to illness or when you need to verify or clarify an assignment you forget to write down in your assignment book. It should NOT be used in place of your assignment notebook.

MIDDLE SCHOOL ENRICHMENT SERVICES

As a part of the District's Strategic Plan, the mission of Dunlap is to empower all students to reach their individual potential. This includes providing advanced course options for students in order to provide a challenging learning environment in the pursuit of excellence.

Advanced Courses

The following chart outlines the courses available for qualifying students.

Math	Language Arts	World Language
6th grade Enriched Math	6th grade Power Literature	
7 th grade Advanced Math (qualifying 6th and 7th grade students)	7th grade Power Literature	
Honors Algebra* (qualifying 7th and all 8th grade students-see below)	8th grade Power Literature	Spanish 1 Pre-AP*
Honors Geometry* (qualifying 8th grade students)		French 1 Pre-AP*

* Denotes high school credit

Identification

In order to identify students needing additional experiences beyond the core curriculum, a two step process is in place in which a variety of evidence is annually reviewed including cognitive ability, academic performance, and teacher recommendation.

Step 1: In order to pass Step 1, a student must satisfy **two of the three** following:

- 90% average in ELA and/or Math during first three quarters
- STAR Reading or Math winter benchmark must be in the 75th percentile or higher
- Score a 4 or 5 on the IAR (or the scoring equivalency to the PARCC Exam - "Met Expectations" or "Exceeded Expectations")

Step 2: In order to pass Step 2, a student must successfully satisfy **all** of the following:

- CogAT Composite Score of 120 or above
 - Needed for VN, QN, VQN
- Local Assessment (≥90%)
 - ELA and Math
 - Assesses prerequisite material, ensuring mastery of previous level's learning standards

- Teacher Recommendation
 - $\geq 85\%$ of available points
 - ELA ≥ 89 (out of 105)
 - Math ≥ 25 (out of 30)

Annual Requalification Requirements

To re-qualify for an enriched course, student must successfully satisfy *all* of the following:

- Maintain an 84% or higher each quarter in Power ELA and/or Enriched Math
- Achieve a STAR Reading and/or STAR Math SS in the 75th Percentile or above
- Score a 4 or 5 on the IAR (or the scoring equivalency to the PARCC Exam - “Met Expectations” or “Exceeded Expectations”)

Parents of qualifying students are notified in June if their child was selected to participate in the enrichment course(s). Parents must determine if this placement option is best for their child. Parents are asked to notify their building principal if they do not want their child to be scheduled in the advanced course(s).

Please note that *Honors Algebra* is open to all incoming 8th graders. Students who have not completed 7th grade *Advanced Math*, but would like to be considered for 8th grade *Honors Algebra* are required to take the *Advanced Math* final exam and will be provided a teacher recommendation. Using the assessment results and teacher recommendation information, parents may then choose to enroll their child in *Honors Algebra* for high school credit.

New Students to the District

Students new to the Dunlap Community Unit School District #323 that are registered before/near the first day of school will have the opportunity to be screened using the district’s assessments during the first week(s) of the school year to determine if they qualify for the enriched math and/or literature courses.

Students entering the Dunlap Community Unit School District #323 during the academic year must wait until the next scheduled screening period to be considered for the advanced courses unless there is documentation of a current enrichment course placement.

Annual Review

District assessment data for all incoming 6th grade and current middle school students will be reviewed to determine qualifying students for math and literature enrichment services each spring. Parents of qualifying students will be notified during the summer months.

SPANISH 1 AND FRENCH 1 (PRE-AP)

Spanish 1 and French 1 (Pre-AP) are offered at the DMS for certain 8th grade students in lieu of our exploratory offerings. Students who have a cumulative grade point average of 3.5 and higher during their 6th and 7th grade years may apply to enroll in a Spanish 1 or French 1 (Pre-AP) section. Preference will be given to those students with a higher grade point average. Those students who complete the course successfully will be granted high school credit. The grade received will count towards high school GPA. The high school honors grading scale will be used.

SCHEDULE CHANGES FOR HIGH SCHOOL CREDIT COURSES

The rigor and expectations of the advanced courses are designed to challenge students. On occasion circumstances may arise that prevent a student from being able to continue in the advanced course. A course change may be initiated by the student, his or her family, a teacher, or counselor. Requests for a course change

after October 31 will be handled on an individual basis in conjunction with parents, teacher and administration. A final decision regarding a course change will be made by the principal.

PHYSICAL EDUCATION

Students are expected to participate in PE each day. PE uniforms are required and may be purchased at the school for a cost of \$17. Showers are available for student use; however, students must provide their own towel if they wish to shower. If you feel your child should not participate in PE due to a medical condition or injury on a given day, state your request and send it to the teacher. For anything longer than a day, we need to have a doctor's excuse in order for the student to remain out of PE.

PROGRESS REPORTS

Progress reports are sent halfway through each grading period. Those dates are noted on the District calendar. You are free to contact an individual teacher at any time you have any questions regarding the progress of your child. If parents would like to initiate a conference with all of their child's teacher, they should contact the counselor to arrange a meeting.

REMEDIATION

Remediation is available to students at Dunlap Valley and Dunlap Middle School who would like to improve their skills, knowledge, and mastery of a content area. The school-wide remediation process consists of the following minimum criteria:

- Students are encouraged to initiate the remediation process after the assessment has been taken by contacting their teacher in a timely manner, as defined by the teacher.
- Students must meet with the teacher to develop a remediation plan. Components of this plan may include test corrections, tutoring, review packets, online work, and reflection on learning strategies.
- Students must complete all assignments prior to remediation. Students can complete the work after the original assessment is given but before the remediation assessment is given.
- Students should demonstrate accountability by agreeing to and abiding by remediation deadlines determined by the teacher.
- The score on the remediation assessment will replace the score of the original assessment up to an A.
- Teachers may impose limits on the number of times an individual student is permitted to remediate.
- Remediation may not be offered for some assessments.
- Remediation for high school credit courses will follow high school course syllabus.

SCIENCE

Evolution is a scientific theory that seeks to explain the origins of life as well as other related issues. The Dunlap District #323 Board of Education expects that teachers teach the theory of evolution as they would teach any other well-recognized scientific theory. This means providing evidence in support of the theory, as well as recognizing reasonable arguments and support against such theory.

STUDENT ASSIGNMENT NOTEBOOKS

Each student will receive an assignment book. This book should be an integral part of your child's study materials. Teachers will be encouraging the use of the book. You should make a point of checking it periodically, as it will give you some insight into your child's organization strategies and study skills. In addition to the weekly calendar for assignments, the book contains the DMS Student Handbook. Parents should be sure to read through this entire book and pay particular attention to the handbook section for our students.

TRANSITION FROM GRADE LEVELS

In accordance with Illinois state law; Dunlap Middle School does not socially promote students to the next grade. In order to be promoted, a student must have a yearly passing average in at least 3 of the 5 academic subjects.

ALTERNATIVE LEARNING OPPORTUNITIES

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include one or more of the following: Parent-teacher conferences, counseling services by social workers and/or guidance counselor, counseling services by psychologists, psychological testing, truants' alternative and optional education program, alternative school placement, community agency services, alternative learning opportunities program in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time, graduation incentives program, and/or remediation program. Please refer to Board [Policy 6:110](#) for more information.

ENGLISH LANGUAGE LEARNERS

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, 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. Please refer to Board [Policy 6:160](#) for more information.

EDUCATION OF CHILDREN WITH DISABILITIES

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act ("IDEA") and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities", as used in the policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's Special Education rules that special education services are needed.

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 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to meet special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts which shall assist the School District in fulfilling its obligations to the District's disabled students. Specific questions regarding special education should be directed to the Building Principal or contact the Director of Student Services at (309) 691-3955.

TITLE I PROGRAMS

The District maintains programs, activities, and procedures for the engagement of parents/guardians of students receiving services, or enrolled in programs, under Title 1. These programs, activities, and procedures are described in the District-level and School-level compacts listed in Board [Policy 6:170](#).

PART III: STUDENT DISCIPLINE

CODE OF STUDENT CONDUCT

- All students are to enter the building in the morning through the gym entrance and remain in the designated bleacher area until the first bell rings, unless given permission to leave by the teacher on duty.
- Students are expected to use courteous behavior toward teachers, other school personnel, and students.
- Students are expected to be on time to classes throughout the day.
- Students are expected to attend each class with the necessary materials, supplies, and homework needed for that day's activities.
- Students are expected to make up all work missed during an absence. It is your responsibility to see the teacher upon your return and make arrangements for the make-up work.
- MISBEHAVIOR is a choice. Students will be held accountable and responsible for their choices. The teachers and principal will do their best to help students make good choices.
- It is unacceptable for students to show displays of affection (i.e. to embrace, kiss, or hold hands) at any time during regular school hours or while riding the bus to/from school or activities.
- The following items are NOT to be brought to school unless authorized by a teacher for a specific classroom project or assignment:
 - Matches or lighters
 - CD/tape players, MP3 players, cameras, or laser pointers
 - Skateboards
 - Toys or other objects that are not related to the educational process.

VIOLATIONS by a student of any one or more of these rules of conduct may result in disciplinary action. The items in this code apply to all students when under the authority of school personnel, on school buses, and during a school activity on any Dunlap School District property or that of another school district.

DISCIPLINE POLICIES AT DMS

Philosophy of Discipline:

In order for the school to educate the youth in our society, it must operate effectively. Every member of the school society has a responsibility to help in this educational goal. The parent is the child's first teacher and remains the most important teacher throughout the formative years. While society can assume that schools should accept their share of accountability for citizenship training, it must be recognized from the outset that school cannot do the job alone. The family, community, and school experience of children play a vital role in citizenship training. Self-discipline is a very important skill for all children to learn when growing up. Everyone makes mistakes and a big part of growing up is learning from those mistakes. It is key to remember that every student is here for one purpose -- to participate in the best education possible. Anything that a student may do, or not do, that does not contribute to that goal is a problem. Quite simply, education should be an engaging and often time fun activity. But, it is serious business and no student has the right to infringe on the right of another

student to learn.

DMS' primary goal is to educate, not punish; however, when the behavior of an individual student comes in conflict with school rules, corrective actions may be necessary for the benefit of that individual and the school as a whole.

Our behavior expectations are very high. They are also very clear. It is key to remember that misbehavior is a choice that a student makes. Consequently, when misbehavior occurs, it serves no purpose to blame others. It serves as an educational experience to accept responsibility for the action, and learn from the action so that the misbehavior does not occur again.

Student Behavior

The goals and objectives of the student behavior policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

EXPECTATIONS OF STUDENTS, PARENTS AND TEACHERS

Students are expected to	Parents are expected to	Teachers are expected to
Treat others, both students and school staff, with respect	Take an active interest in school progress and attend conferences and special school activities whenever possible	Treat students, parents and staff in a respectful manner
Follow the school discipline code, and to be responsible for your own actions	Cooperate with the school in fulfilling recommendations made and in carrying out disciplinary actions taken in the best interest of your child	Provide the best possible education through a positive classroom environment
Attain the best level of academic achievement	Be responsible for your child's regular school attendance and teach the child respect for the law and the rights of others	Be available to talk with staff, parents, and students
Respect the rights of other students and all adults	Plan a time and place for homework and encourage good study habits.	Enforce the rules of the school in and out of the classroom
Know the reasons for and methods of discipline	Be proactive by reviewing student expectations on a regular basis	Post, distribute, and discuss rules and consequences for classroom behavior

Discipline Referral

A student may be referred by any school district personnel to the administration for misconduct in class, at school, on a school bus, or at any school sponsored activity home or away. The discipline referral process will be as follows:

- Staff member completes referral
- Administrator investigates situation, including but not limited to, speaking with the student(s) and discussion with referring staff member
- Police notified as appropriate

- Administrative action as appropriate
- Referral to school counselor as appropriate
- Parent communication
- Staff communication as appropriate

Defining Gross Misconduct or Disobedience

The offenses listed in this handbook and board policy are for example only and are not exhaustive. The Board retains the right to impose discipline upon any students for any act or omission that it determines constitutes gross disobedience or gross misconduct, up to and including expulsion, where appropriate, subject to Board Policy.

Offenses which may be considered gross misconduct or disobedience include, but are not specifically limited to:

Prohibited Student Conduct

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, vaporizers and juuls.
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 or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance –enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. 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 tablet or powdered form.
 - g. "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.

- h. 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.

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

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all 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) or; (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop or submit to a search.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. 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.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board [Policy 7:185](#), *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.

14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); 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.
15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by (a) being a member; (b) promising to join; (c) pledging to become a member, or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. 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.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. 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
22. Students are prohibited from creating, accessing and/or distributing at school any publication that:
 - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities.
 - b. Violates the rights of others, including but not limited to material that is libelous, slanderous, or obscene, or invades the privacy of others, or infringes on a copyright.
 - c. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbooks.
 - d. Is reasonably viewed as promoting illegal drug use.
 - e. Incites students to violate any Board policies.
 - f. Accessing or distributing “on campus” includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

DISCIPLINARY MEASURES

Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
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. Classroom, After-school, Saturday or evening detention
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges.
11. Out-of-school suspension from school and all school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alike," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.
15. Other disciplinary action as deemed appropriate by the administration.

CLASSROOM/OFFICE/LUNCH/AFTER SCHOOL, SATURDAY DETENTIONS

Classroom detentions may be assigned by the teachers or the administration. The detentions assigned by the teacher are served in the classroom at a time arranged by the teacher. Office detentions are given by the administration and are served from 7:40-8:20 AM before school. Lunch detentions are served during the student's lunch period. After school detentions are served at a time arranged by the teacher or administration. Saturday detentions are only given by the administration. They are served at DMS from 8:00 - 10:00 A.M.

Detention Rules/Expectations

- No sleeping
- No talking to other students
- Student will read or complete assignments
- Student will complete a reflection assignment
- Electronic permitted as approved
- If needed, parents provide transportation
- Inappropriate behavior toward the detention supervisor may result in the further discipline

In School Suspension

Before a student is assigned to in school suspension, he/she will have the charges explained and be given an opportunity to respond to the charges.

Students must report to middle school office at 8:24 a.m. and will be released at 3:30 p.m.

Suspension Rules /Expectations

- No sleeping
- No talking to other students
- No cell phone
- Electronics as approved
- Independent work completed
- Remain in designated in school suspension location for the duration of the school day
- Food at lunch and with permission from administration
- Student will complete a reflection assignment
- Complete assignments or read
- Referral to school counselor as appropriate
- Inappropriate behavior toward the in-school suspension supervisor may result in further discipline
- The student is not permitted to attend or participate in any school-sponsored or school-related activities, such as athletic contests, practices and dances

Out of School Suspension

The Building Principal or Assistant Principal may suspend a student for gross misconduct or disobedience for a period not to exceed ten school days. All Out of School Suspensions shall comply with Board [Policy 7:200](#) and the following procedures:

1. Prior to receiving an Out of School Suspension, students will be afforded a pre-suspension conference during which the charges will be explained to them and they will be given an opportunity to respond to the charges. However, a pre-suspension conference is not required, and the student may be immediately suspended, if the student's presence at school poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such a case, notice of the suspension and a conference will be provided as soon as practicable.
2. Efforts will be made to contact the student's parent(s) or guardian(s) by telephone prior to imposing an Out-of-School suspension.
3. Written notice of the suspension will be provided to the parent(s)/guardian(s) which shall include, among other things, a statement of the reasons for the suspension and a notice of their right to a review of the suspension upon request.
4. The suspension will be reported to the School Board, including the reason for the suspension and the length of the suspension.
5. Upon request of the parent(s)/guardian(s), a review of the suspension will be conducted by the School Board, at which time the student and his/her parent(s)/guardian(s) may appear and discuss the suspension with the School Board and may be represented by an attorney.
6. A suspension will be included in the student's Temporary Record.
7. Students will have the opportunity to make up any assignments and tests missed during the period of the suspension for equivalent academic credit. It is the student's responsibility to arrange to make-up tests and assignments. As a general rule, students will be given one make-up day for each day of suspension.
8. While a student is serving an Out-of-School Suspension, the student is not permitted to be on or near the school premises unless permission is given in advance by the Assistant Principal or Principal. Additionally, the student is not permitted to attend or participate in any school-sponsored or school-related activities, such as athletic contests, musical events, and plays.

EXPULSION

The Board of Education may expel students guilty of gross misconduct or disobedience for up to 2 calendar years. No student shall be expelled until the student's parent(s)/guardian(s) have been provided a written request to appear before the Board of Education, or a hearing officer designated by it, to determine whether the student should be expelled. The written request will be sent by registered or certified mail, include the time, date, and place of the meeting, and detail the specific act of gross disobedience or misconduct resulting in the recommendation for expulsion. If the Board acts to expel the student, the written expulsion decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school, as well as the rationale for the duration of the expulsion. Expelled students are not permitted on school grounds without prior permission from the Principal. Students who are expelled may be referred to appropriate and available support services.

ACCESS TO STUDENTS SOCIAL NETWORKING PASSWORDS AND WEBSITES

School officials may not request or require a student or his or her parent/guardian to provide a password to other related account information to gain access to the student's account or profile on a social networking website. 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.

BEHAVIOR INTERVENTIONS

The Behavioral Interventions Act (105 ILCS 5/14-8.05) requires each school board to develop policies and procedures on the use of behavioral interventions for students with disabilities who require such interventions. The Illinois School Code (105 ILCS 5.34-18.20) authorizes the use of time out and physical restraints in certain circumstances. The purpose of this policy is to establish requirements, restrictions and procedures related to the use of Behavioral Interventions, Physical Restraints and Isolated Time Outs for Students with Disabilities. The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Please see Board [Policy 7:230](#) for more information.

BULLYING, INTIMIDATION AND HARASSMENT PROHIBITED

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. During any school-sponsored education program or activity, while in school, on school property on school buses or other school vehicles, at designated bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities, through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment or through the transmission of information from a computer that is accessed at a non-school related location, activity, function or program or from the use of technology or an

electronic device that is not owned, leased or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operations of a school. Please refer to Board Policies [7:180](#) and [7:20](#) for more information.

Making a Complaint: Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, 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. Please refer to Board [Policy 7:180](#) for more information.

BASKETBALL/VOLLEYBALL SPECTATOR RULES

Students are encouraged to attend and support our athletic events. In doing so, some simple rules must be followed:

- Once you are at a game, you must stay until your parents (or designated ride is picking you up). You may not leave and then re-enter the game.
- You must sit in the student cheering section. You may not leave the gym during game time; you may only go out during half time and between games.
- You must show respect for the other team. No booing or yelling at the other team. You must be quiet during free throws for either team.
- Only basketball players are allowed on the playing floor during halftime and between games.
- You must show respect for the National Anthem by standing quietly while it is playing.
- You will not have access to your locker; the rest of the building is closed during games.
- Just as during the school day, you may not have music listening devices or electronic communication devices at games.
- All school rules are in effect.
- You may cheer as loudly as you want and support the DMS PANTHERS!

Consequences: If you do not abide by the above rules, you may be removed from the game and subject to further school discipline.

FIELD TRIPS

Field trips are a PRIVILEGE, NOT A RIGHT. Therefore, we feel that it is the responsibility of each student to earn this opportunity by behaving and taking his/her academics seriously throughout the entire year. Students who have caused serious problems or do not meet academic expectations during the school year may be denied field trips.

PART IV: EXTRA-CURRICULAR

The extracurricular programs are not required and are considered privileges for our students. These privileges may be denied to students not meeting standards set for school or the individual activities. NOTE: Physicals must be on file before a student may participate in any sports activity, including tryouts for an athletic activity. Physicals are only valid for 395 days.

EXPECTATIONS

ATTENDANCE: It is preferred that the student be in attendance for the full day. Students who are ill must be in attendance for at least one half day (3 ½ clock hours) in order to participate in any school activity that evening. Exceptions to this rule are emergencies or pre-approved absences through the office.

ELIGIBILITY: In accordance with IESA policy, students participating in extracurricular activities must be passing each subject each week to be eligible. For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity. The eligibility check will be each Friday and will determine the student's eligibility for the following Monday through Saturday. During shortened weeks, eligibility will be checked on the last day of student attendance that week. For the first week of the third quarter, first semester grades will determine eligibility. When a student is ineligible, the student may not dress for games but may attend. The student may participate in practice. After four weeks (not necessarily consecutive) of failing in the same class, the student will be removed from the team.

CONDUCT: Students participating in extra-curricular activities are expected to represent Dunlap Middle School in a respectable manner and will adhere to the district's activity code policy.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURY NOTIFICATION

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The Concussion Oversight Team shall establish each of the following based on peer reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:

- A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
- A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.

Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.

A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believe that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.

A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.

- The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
- The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:

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

The following is required:

- All middle/high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
- All student athletes view the Illinois High School Association's video about concussions.
- Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
- Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
- Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

Please refer to Board Policy 7:305 for more information.

DUNLAP DISTRICT ACTIVITIES CODE

The parent/athlete must view the activities code and submit appropriate proof of viewing prior to the beginning of the student's first sports season. Students will not be allowed to practice or try out for a team unless the activity code has been viewed by the parent and student.

In order for students to realize their full potential, they must commit to a lifestyle which promotes physical and mental fitness. Therefore, the following Activities Code has been established to guide students who represent Dunlap in extra-curricular activities, clubs, and organizations.

Once a student begins participation in any extra-curricular activity they are subject to the Activities Code for the remainder of their years in the Dunlap School District. This code is in force through all 12 months of the year. Any of the following violations, regardless of the time of year or whether they occur on or off school grounds will result in discipline measures.

- Use of, possession of, or distribution of alcohol, marijuana, or any illicit drug, or abuse of prescription drugs.
- Use of or possession of any tobacco product.
- Theft or vandalism of any school or personal property
- Acts of inappropriate conduct in which the student is involved such as attending or participating in a fight, physical or verbal abuse of students, school personnel, contest officials, contestants, coaches, or spectators.
- Any activity that may detract from the image and standards of Dunlap Middle School may result in a penalty. Example: Involvement in criminal or immoral activity as determined by police or certified school personnel.
- Being in the presence of illegal use of drugs/alcohol.

An activity code violation to the above 6 areas will be substantiated by reports from District staff, reports from law enforcement officials, or as a result of self-admission. If a violation appears to have occurred from the information received, the student will be questioned by the administration. A meeting may also be scheduled with the student, their parents or guardians, the coach or sponsor, and administrators. In either instance the information received will be revealed, and the student will be asked to make a statement as to the accuracy of the information. If, in the opinion of the administration, an Activities Code violation has been committed, an Activities Code violation meeting will then be scheduled at which time disciplinary action will be taken.

Parents and guardians are asked to assume the responsibility of insisting that their child be honest and accept the consequences for their actions if they have been improper. Parental support is vital in seeing that their child accepts responsibility regardless of how other students have acted or been disciplined in the past.

ACTIVITIES CODE MEETING

When a violation has been determined by the Administration to have occurred through the use of a police report or self-admission, there will be a meeting of the Activities Board which is comprised of the Principal, Assistant Principal(s), Athletic Director, and Coach(s) or Sponsor(s). The facts will be presented by the Administration and after discussion with all individuals present; a decision will be made as related to any disciplinary action that might be appropriate.

1. If a student violates the activity code during a season in which he/she is participating; they will be suspended from the activity for one-third (1/3) of the season. NOTE: A season is defined as the first official practice day through the award night for that season.
2. If a student is found to be in the presence of illegal use of drugs or alcohol, the student will be suspended for 1/4 of the activities/games scheduled. In the presence of the illegal use of drugs or alcohol is defined as, being present where illegal drugs or alcohol are being consumed.
3. If a violation occurs in season and at least one-third (1/3) of the regular scheduled events remain, the student will be suspended for one-third (1/3) of the activities/games scheduled.
4. If a violation occurs in season with less than one-third (1/3) of the regular season events remaining, the student will be suspended from all remaining regular and post season events. This suspension will then be carried over to the next activity in which he/she participates until the penalty has been satisfied. If a violation occurs out of the season, the student will be suspended from competition for one-third (1/3) of the regular season events of the next activity in which he/she participates.
5. If a student violates the activity code while out of season and it is a first offense, suspension from the next activity for one-third (1/3) of the regular season contests (actual games played) will occur. The student will begin practice and continue to practice through the suspension. He/she will not be allowed to dress or participate in contests but would be required to be on sidelines dressed in appropriate street clothes.
6. If a student has a second violation of the activities code within one calendar year of the first, the student will be suspended from all activities for one calendar year from the date of the second infraction.

NOTE: Students currently under Activities Code penalty will be held to conditions of that penalty.

Right of Appeal

A student who feels that the Activities Board made an incorrect decision has the right to appeal the decision to the Superintendent of Schools.

Rules for the Game:

1. As a representative of Dunlap Middle School, you should dress appropriately for all athletic activities.
2. Hustle and exert best effort at all times.
3. No bickering with opposing players, spectators, officials or coaches.
4. No profanity.
5. No arguing with officials.
6. When leaving the field or floor as a result of substitution, hustle to the bench.

7. When not in the game, all players on the bench must give their attention and loyalty to those players in the game.
8. Do not be a braggart in victory. Accept defeat humbly and without excuse.
9. When we play away from home, you must go and return with the team unless other arrangements are made with your coach ahead of time.

TRANSPORTATION TO/FROM PRACTICES AND GAMES

Any parent/guardian who wishes to transport their child home from a game must sign their child out in person with the coach after the game. If a parent would like for his/her child to ride home with another parent, a note must be provided to the coach prior to arriving at the contest site. The note must specify with whom the student will ride.

ACTIVITIES

Following is a short description of each extra-curricular activity offered at Dunlap Middle School.

SPEECH

Speech is a program that develops a student's poise, self-confidence and self-worth by speaking before an audience. The student can perform a monologue or participate as part of a larger group in an event as determined by the speech coach. All pieces are memorized. The student attends two or three contests where the performance is judged. This activity starts in early September with weekly 15-minute practice sessions before or after school. 6th, 7th, and 8th grade students may participate in speech as well as other fall activities. For more information, go to www.iesa.org.

STUDENT COUNCIL

Student Council is a building wide organization that promotes a number of student activities during the year.

YEARBOOK

Students work together to produce the Dunlap Middle School yearbook. If you enjoy writing and putting together pictures on a page, plan to join the yearbook staff. We will meet to organize our staff during the middle of September.

SCHOLASTIC BOWL

This is an activity open to all 7th and 8th grade students. Informal practices are held throughout the late fall and early winter for students not involved in other activities. Regular practices begin second semester. During the first part of the season, both a 7th and 8th grade team of five students compete against other schools in the area. Later in the season, a single team represents DMS in the tournaments. Teams try to be the first to answer a variety of "toss-up" questions worth ten points each. Bonus questions are then worth twenty points. The team reaching 300 points wins the match. For more information, go to www.iesa.org

ATHLETIC ACTIVITIES

In order to participate in athletic activities, the student must have a current sports physical on file before the first day of tryouts and/or practice. DMS athletic activities fall into one of four seasons. Baseball, cross country and softball take place in the summer. Girls' basketball, cheerleading and pom poms take place in the fall. Boys' basketball and volleyball are offered in the winter. Scholastic Bowl and track begin in the spring. Students may go out for one sport each season. Once students have become part of a team, they are encouraged to fulfill their commitment for the remainder of that season. In the event that a student quits a team, that student may not participate in another sport until the conclusion of their previous team's season.

BASEBALL/SOFTBALL

Boys play baseball and the girls play softball. Tryouts begin in late July or early August. One team of both 7th and 8th graders competes with other schools throughout the area during August and September. Junior Varsity teams are

available to 6th graders. The seasons conclude with the IESA tournaments in September or October. For more information, go to www.iesa.org.

CROSS COUNTRY

There is one team of 7th and 8th grade boys and one team of 7th and 8th grade girls. Students will also be able to participate in the IESA state meets. For more information, go to www.iesa.org.

GIRLS' BASKETBALL

Girls' basketball tryouts begin in late August/September. The girls' basketball program consists of 3 different levels. 6th grade girls' basketball has a shortened season in the fall with tryouts beginning in late August/September. 7th and 8th grade girls' basketball competes in the IESA state series. Girls basketball players will not be allowed to participate in cheerleading. In emergency situations (i.e. to field a team), and at the discretion of administration and coaches, student-athletes may play up a grade level to ensure an adequate number of participants. For more information, go to www.iesa.org.

CHEERLEADING

Cheerleading tryouts are held at the first part of September. Teams are made up of 7th graders and 8th graders. They cheer at all the home basketball games from September to February and selected away games. Cheerleaders will not be allowed to participate in girls basketball. For more information, go to www.iesa.org.

POM PONS

The DMS Pom Pon squad is a girls' activity that begins in October and concludes with competition in March. Girls from the 6th, 7th, and 8th grades are chosen during judged tryouts. In general, there are two practices a week and the members perform at all boys' home basketball games. Uniforms are provided, but participants are expected to purchase accessories for their uniforms. Pom Pons is a physical activity requiring the girls to learn basic dance steps and in some cases to choreograph routines of their own. The fun of working together as a team and the enjoyment of dancing are two of the benefits of this activity.

BOYS' BASKETBALL

Boys' basketball tryouts begin in mid-October for 7th and 8th grade boys. The boys' basketball program consists of 3 different levels. 6th grade boys' basketball has a shortened season in winter with tryouts beginning in late November/early December. 7th and 8th grade boys' basketball competes in the IESA state series. In emergency situations (i.e. to field a team), at the discretion of administration and coaches, student-athletes may play up a grade level to ensure an adequate number of participants. For more information, go to www.iesa.org.

VOLLEYBALL

Girls' volleyball tryouts begin in December. The girls' volleyball program consists of 3 different levels. 6th grade girls' volleyball has a shortened season in winter with tryouts beginning in December. 7th and 8th grade girls' volleyball competes in the IESA state series. In emergency situations (i.e. to field a team), at the discretion of administration and coaches, student-athletes may play up a grade level to ensure an adequate number of participants. For more information, go to www.iesa.org.

TRACK

This program is held for 6th, 7th, and 8th grade boys and girls in the spring. Approximately eight dual and triangular practice meets are held. All eligible members of the track team compete during the dual meets. Tryouts for the top two positions occur during practices as well as the meets. The season ends with an IESA Sectional Meet and the IESA State Meet. Go to www.iesa.org.

CHESS & GOLF

Chess is held for both boys and girls for 6th, 7th, and 8th graders in the spring. Golf is held for both boys and girls for 7th and 8th graders in the fall. These activities are offered based on student interest. For more information, go to www.iesa.org.

INTRAMURALS

A wide range of intramural activities will be offered to 6-8 grade students throughout the school year. Research suggests that involvement in extracurricular school activities has a positive impact on academic achievement. All students, regardless of ability levels, are encouraged to participate in intramural activities.

SIXTH GRADE ATHLETICS

Dunlap Middle School has a 6th grade athletic program available to all 6th grade students enrolled in our school. Students must meet the same requirements of 7th and 8th grade students including a physical, athletic code meeting, and eligibility standards. 6th grade athletics are less competitive and students participate in shortened seasons. 6th grade student-athletes will not participate in IESA regional, sectional, or state competitions for all sports except cross country and track. Baseball, Softball, Cross Country, Girls' Basketball, Poms, Boys' Basketball, Girls' Volleyball, and Track and Field are available to 6th graders.

PART V: OTHER INFORMATION

ASBESTOS HAZARD MANAGEMENT PLAN

This is to notify you that Dunlap School District #323 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for Dunlap Middle School. Copies of the Management Plan are available in the Administrative Office of the school district and in the Principal's Office of the building. These plans are available for your inspection during normal business hours of the office (Monday through Friday, 7:30 A.M. to 4:00 P.M.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact the District Office at (309) 691-3955.

CHILD ABUSE REPORTING

Pursuant to Illinois Law, school employees are obligated to report incidents in which employees have reasonable cause to believe a child known to them in their professional or official capacity may be an abused or neglected child. These incidents must be reported to the Department of Children and Family Services.

CONVICTED CHILD SEX OFFENDER NOTIFICATION – All person Prohibited on School Property without prior permission

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board of Education, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Child Background Check and/or Screen

The Superintendent or designee shall perform the criminal background check and/or screen required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children, and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

DISABILITY ACCOMMODATIONS

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Americans with Disabilities Act, Title II Coordinator and, in that capacity, is directed to: Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection, for at least 3 years after its completion date; Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

EQUAL OPPORTUNITY /SEX EQUITY/TITLE IX

Equal educational and extracurricular opportunities shall be available to all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical and mental disability, gender identify, status of being homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board [Policy 8:20](#), *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board [Policy 2:260](#), *Uniform Grievance Procedure*.

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

Any student may file a sex equity complaint by using Board [Policy 2:260](#), *Uniform Grievance Procedure*. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

It is the policy of Dunlap School District not to discriminate on the basis of sex in educational programs and employment practices as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance should be made to the district office, or Civil Rights Office, U.S. Department of Health, Education, and Welfare. Please refer to Board [Policy 2:260](#) for more information.

HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child is defined as provided in the McKinney-Vento Homeless Assistance Act and the Ill. Education for Homeless Children Act. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school, 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. Contact the District Office at (309) 691-3955 for more information.

INSTRUCTION REGARDING RECOGNIZING AND AVOIDING SEXUAL ABUSE

On January 24, 2013, Gov. Pat Quinn signed a new law extending sexual abuse education in Illinois schools. The Illinois law went into effect immediately and schools had to implement Erin's Law starting the 2013-14 school year. Erin's Law requires all schools to provide child sexual abuse prevention education for all students, K-12, yearly. The law also requires educators to take part in training classes that cover sexual abuse and how to recognize warning signs. If parents choose to NOT have their child participate in this education, parents will need to request an "opt out" form from the school office.

MIGRANT EDUCATION PROGRAM FOR PARENT(S)/GUARDIAN(S) INVOLVEMENT

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children. Please refer to Board [Policy 6:145](#) for more information.

PEST MANAGEMENT

Dunlap C.U.S.D. #323 has an Integrated Pest Management (PM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the safest, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on the list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the District Office, (309) 691-3955, if you wish to be added to the registry.

RESTRICTIONS ON SCHOOL-SPONSORED PUBLICATIONS AND MEDIA

SCHOOL-SPONSORED PUBLICATIONS AND WEBSITES

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission. All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated. The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School-Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a publication includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

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

1. will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language;
4. is reasonably viewed as promoting illegal drug use;

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members. Please see Board [Policy 7:310](#).

SCHOOL VISITORS AND VOLUNTEERS

During school attendance hours, all visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. Classroom visits must be approved by the teacher in advance of the visit. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. Please refer to Board [Policy 8:30](#) for more information.

School volunteers are important to the success of our school district. If you are interested in volunteering for our school and working with the students, we have established the following procedure for our volunteers:

1. Contact the school in which you are interested in volunteering to see what opportunities are available.
2. Complete the online application. To find the application go to www.dunlapcusd.net then click on the employment link.
3. After completing the online application, if you are volunteering within a role that requires you to be fingerprinted, you will receive an email with the needed forms and instructions on how to complete the fingerprinting process which is required and paid for by the District.
4. The school will contact you when you are fully approved to volunteer.

Some examples of volunteer roles that do and do not require fingerprints are listed below. This is not an exhaustive list but to be a reference.

<p>Activities that DO need to have an online application and be fingerprinted:</p> <ul style="list-style-type: none">● Junior Achievement● Anyone who is alone with students● Field Trip Chaperone	<p>Activities that DO NOT need to have an online application and be fingerprinted:</p> <ul style="list-style-type: none">● Book fair● Classroom party● Community member reader who only comes in a couple of times a year
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SUICIDE & DEPRESSION AWARENESS AND PREVENTION

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c) (2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board [Policy 6:60](#), *Curriculum Content*, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board [Policy 5:100](#), *Staff Development*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Methods of suicide prevention, including procedures *aimed at* early identification and referral of students *that may be* at risk of suicide.

- a. For students in grades 7 through 12, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.
 - b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
 - a. Board [Policy 6:65](#), *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
 - b. Board [Policy 6:270](#), *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
 - c. Board [Policy 7:250](#), *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - d. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.
 4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board [Policy 7:250](#), Student Support Services.
 5. Reporting procedures. Implementation of this requirement shall incorporate Board [Policy 6:270](#), Guidance and Counseling Program, and Board [Policy 7:250](#), Student Support Services, in addition to other state and/or federal resources that address reporting procedures .
 6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

TAPE RECORDING OF IEP MEETINGS

Tape recording of Individual Education Program (IEP) meetings is not permitted. When a party requests that a meeting be recorded, staff is obligated to indicate that Dunlap policy does not allow tape recording unless the party requesting has a specific documented medical condition or impairment that requires tape recording as an accommodation to fully participate in the meeting.

TEACHING ABOUT RELIGIONS

The School District's curriculum may include the study of religions as they relate to geography, history, culture, and the development of various ethnic groups. The study of religions shall give neither preferential nor derogatory treatment to any single religious belief or to religion in general. The study of religions shall be treated as an academic subject with no emphasis on the advancement or practice of religion.

TEACHER QUALIFICATIONS

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

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

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

TEEN DATING VIOLENCE

Engaging in teen dating violence that takes place at school, on school property, at school sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term "teen dating violence" occurs whenever a student who is 13-19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. As required by state law, the Board of Education has adopted Board [Policy 7:185](#) which prohibits teen dating violence; incorporates age-appropriate education about teen dating violence in grades 7-12; and establishes procedures for the manner in which school employees are to respond to incidents described above.

WEAPONS POLICY

A student, who brings to, possesses, controls, or transfers a weapon at school, any school sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year. The expulsion period may however, be modified by the Board of Education upon recommendation of the Superintendent on a case-by-case basis. In no case may the expulsion exceed two calendar years. A "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to, knives, brass knuckles, Billy clubs, or (3) "look alikes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings an explosive device or firearm to school.

DISTRICT 323 INTERNET & ELECTRONIC NETWORK USE PROCEDURE

All use of District 323's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. It is essential for all students to have access to electronic devices and networks as part of the District curriculum. These procedures 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 procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

A. Risk

With access to computers and people all over the world also come the availability of material that may not be considered appropriate for student use. Sites accessible via the Internet may contain material that is illegal, defamatory, obscene, inaccurate or controversial. District 323 has taken precautions to restrict access to controversial materials. Each computer in the District 323 capable accessing the Internet has installed on it a software package designed to block out objectionable web sites. An additional software package that blocks objectionable sites is also installed on District servers that connect to the Internet. However, no manufacturer of such software will offer a 100% guarantee that their product will eliminate all objectionable sites. The technology available today is not capable of achieving this goal.

Technology can still be supplemented by human resources, however, and District 323 believes that supervision is still the most effective way to discourage students from accessing inappropriate information on the Internet. Every effort will be made to ensure that adult supervision is present while students are accessing the Internet. While the District is making every effort to prevent students from directly or indirectly accessing objectionable web sites, it must be understood that at this time no system will ensure complete security.

B. Terms and Conditions

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

Acceptable Use - Access to the District's technology and 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. The user is expected to abide by the generally accepted rules of network etiquette, whether accessing the network from a District-owned or personal device. These include, but are not limited to the following:

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

Unacceptable Use – The user is responsible for his or her own actions and activities involving the networks. 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 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; (Unintentional accessing such shall be immediately made known to the System Administrator and Superintendent.)
- m. Using the network while access privileges are suspended or revoked.
- n. Removing hardware/software, networks, information, or communication devices from the District or other network; and
- o. Installing client VPN's or configuring proxy servers on district devices or using such tools to circumvent content filtering or other network restrictions.

C. Internet Safety

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

Each District computer with internet access and any personal device accessing our network, has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Director of Technology, Building Principal or designees shall monitor student Internet access.

D. Privacy

Electronic communications are not private and students have no rights, ownership or expectation of privacy in any material that is stored, transmitted, or received via the District's network or electronic devices. The District reserves the right to access all electronic communications transmitted on its networks, including those deleted from a user's account but not erased. Electronic communications relating to or in support of illegal activities may be reported to the authorities. State law requires that notification be provided to students and their parents or guardians that the school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school 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 make a factual determination.

E. Use of E-mail

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 and staff members in fulfilling their duties and responsibilities and as an education tool.

- a. 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.
- b. 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 or any internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- c. 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 or staff member to an email account is strictly prohibited.
- d. 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.
- e. Use of the School District's email system constitutes consent to these regulations.

F. 1:1 Device Assignment

Selected grade levels across the District will be issued electronic devices for use in school and at home, along with charging equipment and/or cases for their 1:1 device. If a student is in a grade level participating in the 1:1 program, the student must use the assigned device and may not substitute the device for other equipment. The District retains sole right of possession of the 1:1 equipment, and the devices are lent to the students for educational purposes only. Moreover, the District retains the right to collect and/or inspect 1:1 devices at any time, including via electronic remote access and to alter, add or delete installed software or hardware. If a student ceases to be enrolled in the District, the student/parents will return the 1:1 device and equipment in good working order or pay the full replacement cost of the equipment.

G. 1:1 Device Student Responsibilities

The students are solely responsible for any apps or extension on their 1:1 device that are not installed by the District; the District makes no guarantees that data on a 1:1 device will be retained or destroyed. Students are responsible for backing up their data to protect from loss. Students are solely responsible for the 1:1 device issued to them and must adhere to the following:

- a. Students must bring their device to school every day and make sure it is fully charged.
- b. Students must treat their device with care and never leave it in an unsecured location. If a device is lost, students must contact the IT Department immediately.
- c. Students must promptly report any problems with their device to the IT department.
- d. Students may not remove or interfere with the serial number and other identification tags.
- e. Students may not attempt to remove or change the physical structure of the device, including the keys, screen or protective case.
- f. Students must not use their device in bathrooms or locker rooms.

H. 1:1 Device Spare Equipment and Lending

If a student's 1:1 device is or becomes inoperable, the school has a limited number of spare devices for use while the student's device is repaired or replaced. This agreement remains in effect as to loaner devices. The student may not opt to keep an inoperable device.

I. 1:1 Device Repair and Insurance

Only the District may repair or replace a device. The District will repair or replace damaged equipment resulting from normal use. All other breakages will be fixed according to the District Cost/Share Replacement Plan. Loss or theft of the equipment is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.

	<u>District Share</u>	<u>Student Share</u>
1 st Repair	100%	0%
2 nd Repair	50%	50%
3 rd Repair	20%	80%
4 th Repair	0%	100% Replace Device

J. Google Apps for Education.

In partnership with Google, the District will offer students' access to Google Apps for Education, which is a collection of free online cloud-based Google applications tailored specifically for educational institutions. Each student will be given a Google account with access to various Google Apps, including Google Drive, Google Docs, Google Sheets, Google Slides, Google Calendar, and Google Gmail. These Google Apps may be accessed at school or at home via the student's 1:1 device or any other device that offers access to a web browser.

Use of Google Apps for Education shall be in accordance with the terms and conditions set forth in this **Authorization**. The Google Apps for Education accounts are property of the District and students have no rights, ownership or expectation of privacy in any material that is stored, transmitted, or received via their Google account. Monitoring software is linked to the Google accounts and Google account activity may be monitored, accessed, and searched by the Director of Technology, Building Principal or designees, regardless of whether the Google Account is accessed or used at school, or at home.

K. 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.

L. 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 and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

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

M. 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 you suffer or cause. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services including accuracy or quality, obtained or transmitted through use of the Internet. Further, the District denies responsibility for any information that may be lost, damaged, altered, or unavailable when using the Internet.

N. 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 breach of this **Authorization**.

O. Security

Network security is a high priority. If you can identify a security problem on the Network, you must notify your teacher, Building Principal or the Director of Technology. 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 electronic network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.

P. 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.

Q. Consequences of Policy Violation

An attempt to violate the provisions of this policy may result in revocation of the user's Internet access privileges regardless of the success or failure of the attempt. Further disciplinary action, as outlined in District 323 policy, including notification to state and federal authorities, may also be taken.

Dunlap Community Unit School District #323

STRATEGIC PLAN

2016-2021

DISTRICT MISSION

The Dunlap School Community empowers all students to reach their individual potential.

DISTRICT VISION

Dunlap Students will reach their individual potential as:

- Motivated life-long learners
- Creative critical thinkers
- Effective communicators
- Collaborative problem solvers
- Responsible and culturally aware citizens

VALUES & BELIEFS

- Accountability
- Diversity
- Excellence
- Health and Well-Being
- Honesty
- Individual Growth
- Integrity
- Open Communication
- Respect
- Safety
- Teamwork
- Trust



Adopted by Dunlap School District Board of Education on April 6, 2016

GOALS

- Promote growth and achievement in the Dunlap School Community
- Manage resources in a responsible, efficient, and effective manner
- Provide a challenging and positive learning environment in the pursuit of excellence
- Foster partnerships to benefit the overall development of the school community

<u>Goals</u>	<u>Indicators</u>
<p><u>GOAL ONE:</u> <i>Promote growth and achievement in the Dunlap School Community</i></p>	<ul style="list-style-type: none"> ➤ The District will create a learning environment where teachers and students are empowered to innovate. ➤ The District will evaluate curricular programs and the effect on student achievement. ➤ The Administration will provide meaningful professional development opportunities aligned to District goals. ➤ Differentiation Strategies will be explored by staff and administration to promote growth of all students. ➤ Staff performance expectations will be consistently implemented and monitored. ➤ Students will meet/exceed expectations on assessments and college readiness standards. ➤ Students will meet/exceed individual growth expectations. ➤ Students will actively engage in academic programs and activities. ➤ Students will successfully transition to post high school and/or career paths.
<p><u>GOAL TWO:</u> <i>Manage resources in a responsible, efficient, effective manner</i></p>	<ul style="list-style-type: none"> ➤ The District will maintain a balanced budget and annually present 3-5 year projections. ➤ Budgets will be aligned to District and school priorities. ➤ Funding will be allocated for technology upgrades and replacements. ➤ The District financial data will compare favorably with benchmark districts. ➤ The District will achieve financial recognition in the area of finance. ➤ The District will evaluate and update security measures to optimize student and staff safety. ➤ Facilities will be safe, clean and well-maintained. ➤ Growth and projections will be reviewed to determine appropriate facility recommendations and upgrades.
<p><u>GOAL THREE:</u> <i>Provide a challenging and positive learning environment in the pursuit of excellence</i></p>	<ul style="list-style-type: none"> ➤ The District will promote and support the health and well-being of the whole student. ➤ Students will participate in enrichment courses, honors, Advanced Placement and programs as appropriate. ➤ Students will be highly engaged in extracurricular programs and activities. ➤ Behavior expectations for students will be consistent and fair. ➤ Students and staff will grow in use and knowledge of technology.
<p><u>GOAL FOUR:</u> <i>Foster partnerships to benefit the overall development of the school community</i></p>	<ul style="list-style-type: none"> ➤ The District will cultivate an environment of mutual respect and trust. ➤ The District will provide leadership so that respect for diversity and inclusion of differences are embedded in school culture. ➤ The District and all schools will increase use of communication systems with parents and community. ➤ The District and all schools will provide parental professional development aligned to District goals. ➤ Staff will contribute to high-performing collaborative teams. ➤ Students will make successful transitions between grade levels and buildings. ➤ Multiple opportunities for parent involvement and input will be provided. ➤ Students, staff, parents and community members will indicate high levels of satisfaction.