

# **Dunlap Community Unit School District #323 Elementary School Handbook 2022-2023**



**Banner Elementary School  
Dunlap Grade School  
Hickory Grove Elementary School  
Ridgeview Elementary School  
Wilder-Waite Grade School**

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

Mrs. Stacy Berg, Wilder-Waite Grade School Principal  
Mrs. Mandy Ellis, Dunlap Grade School Principal  
Mr. Jeremy Etnyre, Hickory Grove Elementary School Principal  
Mr. Greg Fairchild, Banner Elementary School Principal  
Mr. Todd Jefferson, Ridgeview Elementary School Principal  
Mrs. Michaela Rychener, Hickory Grove Assistant Principal  
Mr. Kyle James, Ridgeview Elementary Assistant Principal

Welcome to Dunlap School District! As one of the premier public school districts in the Peoria area, Dunlap School District offers a wide range of services to meet the diverse needs of the students, parents, community, and staff. Whether you have been in the school system for many years or are new to the community, this handbook will serve as a summary of our elementary school policies and procedures.

## **Table of Contents**

### **Part I: General Information**

Connect with Us	3
History of Schools	4
District Calendar	5-6

### **Part II: Academic Information**

Alternative Learning Opportunities	7
Emergent Bilinguals	7
Enrollment Requirements	7
Field Trips	7
Kindergarten	8
Recess	8
School Day	8
Special Programs	8
Textbooks and Library Books	8
Using Animals in Education	8

### **Part III: Attendance and Student Records**

Attendance	9
Student Privacy Protections	9
Student Records	9-10
Student Surveys	10
Tardy Policy	10
Withdrawal from School	10

### **Part IV: Student Services**

Accidents and Injuries	11
Administration of Medicine	11
Allergy Practice	12
Asbestos Statement	12
Behavior Interventions	12
Child Abuse Reporting	12
Convicted Child Sex Offender Notice	13
Criminal Background Check	13
Disability Accommodations	13
Education of Children with Disabilities	14
Enrichment Opportunities	14
Equal Opportunity and Sex Equity	14
Fees and Charges	15
Food Services	15
Free and Reduced Food Services	15
Student Supports	15
Head Lice Practice	15-16
Health Examinations	16-17

Homeless Children	17
Instruction Regarding Sexual Abuse	17
Migrant Education	17
Non-Discrimination Policy	18
Notice of Medicaid Reimbursement	18
Pest Management	18
Physical Education Exclusion	18
Response to Intervention	18
Safety Drills	18
School Wellness	19
Student Insurance	19-20
Suicide and Depression Awareness	19
Tape Recording of IEP Meetings	20
Related Service Logs	20
Teacher Qualifications	20
Teaching about Religions	20
Title 1 Programs	20
Transportation and Bus Conduct	20-21

### **Part V: Student Rights and Responsibilities**

Access to Social Networks	22
Cell Phones	22
Money and Personal Possessions	22
Search and Seizure	22-23
School Sponsored Publications	23
Non-School Sponsored Publications	23
Student Expectations and Discipline	24-28
Weapons Policy	29
Bullying, Intimidation, and Harassment	29

### **Part VI: Communication and Community Relations**

Cancellation of School	30
Conferences	31
Parent Organizations	31
Progress Reports and Report Cards	31
School Directory	31
School Messenger	31
School Visitors and Volunteers	32-33
Telephone Messages	33
Telephone Use by Students	33
Internet Procedure	34-37

This handbook is a summary of the District elementary schools' rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website at <http://www.dunlapcusd.net/District/Pages/SchoolBoardPolicies.aspx> or at the Board Office, located at 400 South 4th Street; Dunlap, Illinois 61525.

\*During Phases 1-4 of the Restore Illinois Plan, the guidance outlined in the Dunlap Return-to-School Plan will supersede conflicting information in this Student Handbook for the duration of its approved implementation.

## Connect with Us

### Dunlap Community Unit School District #323

400 S. Fourth Street  
Phone: 309-243-8700

Dunlap, IL 61525  
Fax: 309-243-8678

	Address	Phone	Fax
 <p><b>Banner Elementary School</b>  <a href="http://www.dunlapcusd.net/bes">http://www.dunlapcusd.net/bes</a>  <a href="https://www.facebook.com/BannerElementary">https://www.facebook.com/BannerElementary</a></p>	12610 North Allen Road Dunlap, Illinois 61525	309-243-7774	309-243-7775
 <p><b>Dunlap Grade School</b>  <a href="http://www.dunlapcusd.net/dgs">http://www.dunlapcusd.net/dgs</a>  <a href="https://www.facebook.com/DunlapGrade">https://www.facebook.com/DunlapGrade</a></p>	301 South First Street Dunlap, Illinois 61525	309-243-7772	309-243-5267
 <p><b>Hickory Grove Elementary School</b>  <a href="http://www.dunlapcusd.net/hges">http://www.dunlapcusd.net/hges</a>  <a href="https://www.facebook.com/HickoryGroveElementarySchool">https://www.facebook.com/HickoryGroveElementarySchool</a></p>	2514 West Hickory Grove Road Dunlap, Illinois 61525	309-243-8711	309-243-1075
 <p><b>Ridgeview Elementary School</b>  <a href="http://www.dunlapcusd.net/Ridgeview">http://www.dunlapcusd.net/Ridgeview</a>  <a href="https://www.facebook.com/RidgeviewFoxes">https://www.facebook.com/RidgeviewFoxes</a></p>	3903 West Ridgeview Drive Peoria, Illinois 61615	309-243-7717	309-692-8357
 <p><b>Wilder-Waite Grade School</b>  <a href="http://www.dunlapcusd.net/ww">http://www.dunlapcusd.net/ww</a>  <a href="https://www.facebook.com/wilderwaite">https://www.facebook.com/wilderwaite</a></p>	10021 North Pacific Street Peoria, Illinois 61615	309-243-7728	309-243-5272

## Part I: General Information

### History of the Elementary Schools



#### **WILDER-WAITE GRADE SCHOOL** **<https://www.dunlapcusd.net/ww>**

In 1947, seven small individual school districts, or parts thereof, reorganized to form the Wilder-Waite School District. The fourteen acres for the present site were donated by the Wilder and Waite families. The original section of the present Wilder-Waite building was constructed in 1947, with four additions to that original building.



#### **DUNLAP GRADE SCHOOL** **[www.dunlapcusd.net/dgs](http://www.dunlapcusd.net/dgs)**

In 1949, four small school districts reorganized to form the Dunlap Consolidated Grade School District. The original section of Dunlap Grade School was built in 1949, with four additions to that building. In 1969, the Wilder-Waite District, Dunlap Grade District, and Dunlap High School District reorganized to form the present Dunlap Unit School District 323.



#### **BANNER ELEMENTARY SCHOOL** **<https://www.dunlapcusd.net/bes>**

Banner Elementary School was built in 1980 to accommodate a rapidly increasing student enrollment at both Wilder-Waite School and Dunlap Grade School. The building was constructed on the former site of a one-room school built in 1872. The name of that school was Banner, hence the name of the present building. Several bricks and the cornerstone from that original building, as well as the original pump from the well, have become part of the new building. At the beginning of the 2006-2007 school year, Banner added six new classrooms to accommodate growth in the district.



#### **RIDGEVIEW ELEMENTARY SCHOOL** **[www.dunlapcusd.net/ridgeview](http://www.dunlapcusd.net/ridgeview)**

Ridgeview Elementary School opened on August 20, 2001. Ridgeview was built to accommodate the increasing elementary enrollments across the District. Ridgeview is the first Dunlap school to be constructed within the boundaries of the City of Peoria and is situated on a thirteen-acre site.



#### **HICKORY GROVE ELEMENTARY SCHOOL** **[www.dunlapcusd.net/hges](http://www.dunlapcusd.net/hges)**

Hickory Grove Elementary School, the newest building in the Dunlap School District, opened August of 2012. Hickory Grove was built to accommodate the rapidly increasing enrollment across the District. The building is unique in design with grade levels arranged in pods with common areas for students to collaboratively work on projects.

You can read more about the history of Dunlap School District at  
<https://www.dunlapcusd.net/district/history>

Dunlap is one of the fastest growing school districts in Central Illinois. As a result of this growth, there is limited space in our elementary schools. All elementary students new to the District for the upcoming school term are placed on a waiting list. A decision on school placement will be made in August.

# 2022-23 DUNLAP CUSD #323 CALENDAR



AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## August

- 8-10 New Teacher Orientation
- 15-16 Teachers' Institute Day
- 15 Freshman Orientation
- 17 First Day of School for Students - Full Day

## September

- 2 Teachers' Institute - No School
- 5 Labor Day - No School
- 23 School Improvement Day - Half-Day for Students\*

## October

- 20-21 Conferences - No School

## November

- 8 Election Day - No School
- 11 School Improvement Day - Half-Day for Students\*
- 23-25 Fall Break - No School

## December

- 22-30 Winter Vacation - No School

## January

- 2-4 Winter Vacation - No School
- 5 First Day of Second Semester for Students
- 13 School Improvement Day - Half-Day for Students
- 16 Martin Luther King, Jr.'s Birthday - No School

## February

- 17 School Improvement Day-Half Day for Students
- 20 President's Day - No School

## March

- 13 Teachers' Institute-No School

## April

- 3-7 No School - Spring Vacation
- 10 No School - 1st Emergency Day (if needed)

## May

- 19 No School - 2nd Emergency Day (if needed)
- 25 Last Day of School (2 or fewer "snow days" used)
- 26 No School - 3rd Emergency Day (if needed)
- 29 Memorial Day - No School
- 30 No School - 4th Emergency Day (if needed)
- 31 No School - 5th Emergency Day (if needed)

\*SIP Day Dismissal Times:

Elem 11:15; MS/HS 12:00

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

No School  
 Half-Day of School



# 2022-23 DUNLAP CUSD #323 CALENDAR

## BACK TO SCHOOL NIGHTS

8/15/2022	Kindergarten, Bright Futures & Early Childhood Open House (Students/Parents)	5:30 p.m.
8/15/2022	Grades 1-5 Elementary Open House (Students/Parents)	6:30 p.m.
8/15/2022	Dunlap High School Freshman Orientation	1:00 p.m.
8/23/2022	Dunlap Middle School / Dunlap Valley Middle School Back to School Night	6:30 p.m.
8/22/2022	Dunlap High School Back to School Night	6:30 p.m.

## EIGHTH GRADE ORIENTATION

1/12/2023	Dunlap High School	6:30 p.m.
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## GRADUATION/HONOR AWARDS NIGHTS

4/20/2023	Dunlap High School Awards Night	7:00 p.m.
5/4/2023	Dunlap High School Baccalaureate	7:00 p.m.
5/13/2023	Dunlap High School Graduation	3:00 p.m.
5/23/2023	Dunlap Valley Middle School 8th Grade Recognition/Awards Ceremony	7:00 p.m.
5/24/2023	Dunlap Middle School 8th Grade Recognition/Awards Ceremony	7:00 p.m.

NOTE: Last day for graduating high school seniors is Tuesday, May 9, 2023\*

## PROGRESS REPORTS/REPORT CARDS

### First Grading Period: 8/17/22 - 10/14/22

9/16/2022	Progress Reports Issued
10/14/2022	End of First Grading Period
10/20/2022	Report Cards: Conferences
10/21/2022	Report Cards: Conferences

### Third Grading Period: 1/5/23 - 3/10/23

2/10/2023	Progress Reports Issued
3/10/2023	End of Third Nine Weeks
3/17/2023	Report Cards Issued

### Second Grading Period: 10/17/22 - 12/21/22

11/11/2022	Progress Reports Issued
12/21/2022	End of Second Nine Weeks: First Semester
1/6/2023	Report Cards Issued

### Fourth Grading Period: 3/14/23 - 5/25/23

4/21/2023	Progress Reports Issued
5/25/2023	End of Fourth Nine Weeks: Second Semester

### Dunlap CUSD#323 - District Office

400 S. Fourth Street, Dunlap, IL 61525  
Phone: 309-243-8700 - Fax: 309-243-8678  
[www.dunlapcUSD.net](http://www.dunlapcUSD.net)

### Transportation Office

[James Barrett, Director of Transportation](#) 309-243-8323

### Banner Elementary School

[Greg Fairchild, Principal](#) 309-243-7774

### Dunlap Grade School

[Mandy Ellis, Principal](#) 309-243-7772

### Hickory Grove Elementary School

[Jeremy Etnyre, Principal](#) 309-243-8711

### Ridgeview Elementary School

[Todd Jefferson, Principal](#) 309-243-7717

### Wilder-Waite Elementary School

[Stacy Berg, Principal](#) 309-243-7728

### Dunlap Middle School

[Antonio Johnson, Principal](#) 309-243-7778

### Dunlap Valley Middle School

[Jason Holmes, Principal](#) 309-243-1034

### Dunlap High School

[Scott Adreon, Principal](#) 309-243-7751

Board Approved: December 15, 2021

## **Part II: Academic Information**

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the State Board of Education prepared Illinois State Goals for Learning with accompanying Common Core State Standards. The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose. Please refer to Board [Policy 6:15](#), *School Accountability*, for more information.

### **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](#), *Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*, for more information.

### **Emergent Bilinguals**

The District offers opportunities for resident emergent bilinguals 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 emergent bilinguals 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](#), *English Language Learners*, for more information.

### **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](#), *Residence*, proof of disease immunization or detection and the required physical examination, as required by State law and Board [Policy 7:100](#), *Heath, Eye and Dental Examinations, Immunizations, and Exclusions of Students*.

- 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.

### **Field Trips**

Field trips will be scheduled and planned to provide pupils with educational experiences, which are extensions of the classroom and integral parts of the education program. Elementary (K-5) school field trips will be completed and classes returned to their respective attendance centers by the regular afternoon dismissal time unless prior notification is given from the teacher. Whenever entrance fees, refreshments or other costs are involved, these costs will be assumed by the student unless otherwise stipulated. No student will be excluded from any field trip due to lack of funds. Parental permission must be given during the registration process. However, teachers will provide parents specific information prior to the field trip.

### **Kindergarten**

Dunlap School District offers full-day kindergarten. **All students will participate in the core instruction of math and language arts in the morning. Science and social studies instruction will be incorporated throughout the day. Full-day kindergarten students will participate in all specials (World Language, PE, music, art, technology). Small group instruction and differentiation will take place in the afternoons.** Half-day kindergarten instruction will be provided in the mornings with the full-day kindergarten students. There will be no half-day afternoon session offered. If a parent chooses to change from a half-day to a full-day program, the change will be made at the beginning of the next grading period.

### **Recess**

Students have planned recess periods throughout the day to provide a break from the structured academic program. Since recess usually will be held outdoors, students must dress appropriately for these play periods. As a rule, all children are expected to participate in recess when the temperature is 15 degrees or above (this includes wind chill temperatures).

### **School Day**

The school hours for the elementary buildings are:

Monday, Tuesday, Thursday, Friday: 7:39 AM – 2:45 PM

Wednesday: 7:39 AM – 2:15 PM

Students should not report to the building before 7:24 AM. There is no supervision for students before that time, and the school will assume no responsibility for occurrences prior to that time. As students arrive at school, they should report to their designated area. Once in school, students should not leave designated areas without staff permission.

In buildings where bicycle riding is a safe option, students that ride bicycles to school should place bikes in designated bicycle racks when they arrive at school. It is highly suggested that students lock their bikes. The school is not responsible for bikes left in the racks.

### **Special Programs**

Each elementary building has certified teachers to provide instruction to all students in art, general music, physical education, and world language. These comprehensive programs provide specialized instruction, in accordance with District curricular objectives.

Instrumental music instruction has been offered as an optional activity to fourth and fifth grade students. Fourth graders may participate in an orchestra program; fifth graders may become a member of the band or orchestra program. Students may not be a member of both orchestra and band simultaneously. Lessons and rehearsals have been scheduled during the school day, with occasional practice sessions after school. Combined concerts have been planned during the school year. Participation in band or orchestra will remain an option at the middle schools, as well as Dunlap High School.

### **Textbooks and Library Books**

Textbooks and library books are purchased by the school and provided to the students. Students are responsible for the proper care of the books and will be charged for replacement of lost books or damage beyond normal use.

### **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. This includes, but is not limited to, trained and certified therapy dogs.

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. Please refer to [Board Policy 6:100, Using Animals in the Educational Program](#), for more information.



## **Part III: Attendance and Student Records**

### **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 homeschool) 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, Attendance and Truancy](#), or contact the Building Principal for more information.

Whenever a student is not in attendance, schools are responsible for verifying the absence. To facilitate the process, parents are asked to contact the school NO LATER THAN 9:30 A.M. to provide an explanation for the absence. When a parent/guardian has neglected to make this notification, school personnel will make contact by telephoning the home or work numbers provided.

Students who are ill must be in attendance for at least one-half day (3 ½ clock hours) in order to participate in any after school activity (i.e. Enrichment Eagles, music programs, band/orchestra concerts, etc.). Exceptions to this rule are emergencies or pre-approved absences through the office.

If a child has been absent for an extended period of time due to a serious illness, a note from the attending physician should be provided. Upon return to school, students will be required to participate in all activities, including physical education classes and outdoor recess periods. A note from a parent/guardian will excuse a student from certain school activities for two days. Any restrictions in excess of two days will require a statement from the family physician.

Whenever a child must be excused during the school day, parents are asked to contact the school (including the teacher) in advance. The child will be issued a pass from the office, and will be excused by the classroom teacher at the appropriate time. Students must be picked up in the office.

### **Extended Absence/Travel**

If your child will be absent for more than 10 consecutive days without a medical exemption, he/she will be dropped in PowerSchool. Teachers will not provide homework prior to an absence and grades will not be recorded. Your child's class spot will be saved for 30 school days as long as a return date is provided. The district does not offer a remote learning option. 4th and 5th grade chromebooks are required to be turned in to the office prior to leaving. They will be re-issued upon return.

### **Student Privacy Protections**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

### **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.

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. Please refer to Board [Policy 7:340](#), *Student Records*, for more information.

**Permanent Records** include: name, address, birth date 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 for 65 years.

**Temporary Records** include: discipline records, family background information, intelligence test scores, psychological evaluations, personality ratings, observation interviews, achievement test results, and anecdotal 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](#), *Student and Family Privacy Rights*, for more information.

### **Tardy Policy**

Punctuality has always been an important trait to develop. All tardies are considered unexcused unless a student is returning from a medical and/or dental appointment, or the child was ill. A student is considered tardy if they are not present by 7:39 a.m.

### **Withdrawal from School**

Parents of students who are leaving District #323 during the school year are asked to notify the teachers and the office as far in advance as possible. On the last day of attendance, students are to remove their personal property and return any school property they have in their possession. When students are enrolled in their new school, records will be provided to the new school with a letter of good standing for students.

## **Part IV: Student Services**

### **Accidents and Injuries**

The safety of every student is a prime concern. When an accident occurs, staff responds with limited emergency care.

#### **Responsibility of the School:**

The responsibility of the school has been to identify the problem and make the child as comfortable as possible, using basic first aid measures. Parents will be notified, except for very minor scrapes and bruises.

To aid in parent notification, the school has expected parents to have:

- A completed "Emergency Information Form" on file in the office.
- Arrangements made for an adult to assume responsibility in case parents are not available.

#### **Responsibility of the Parent/Guardian:**

Once parents have been notified, it has become their responsibility to decide what should be done and to inform the school of how the situation should be handled. Parents/guardians should not expect school personnel to diagnose or prescribe corrective measures.

### **Administration of Medication**

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. This form is available in the school office and on the district website. No student shall possess or consume any prescription, or non-prescription medication, including over-the-counter medicines or cough drops, on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) 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 School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please see Board [Policy 7:270, Administering Medicines to Students](#), or contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### **Emergency Aid to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **Allergy Practice**

Student allergies present an increasing challenge for schools. Identification of students at risk of a life-threatening reaction cannot be predicted. Because of the life-threatening nature of these allergies and their increasing prevalence, school districts and individual schools must be prepared to provide treatment to students with allergies, reduce the risk of allergic reaction and to accommodate students with allergies.

Under Public Act 96-0349, school boards in Illinois are required to adopt policies which promote both prevention and management of life-threatening allergic reactions, also known as anaphylaxis. In addition to Dunlap Board [Policy 7:285, Food Allergy Management Program](#), schools are using the following practices to help keep students safe.

Staff will be notified of students with reported allergies and make reasonable accommodations in accordance with school policies.

We want to make parents aware that there are peanut and tree nut allergy children in the building. Avoidance of all foods with nuts is the safest for these students. Reading ingredient labels will help everyone know what is in the foods brought in for class parties or birthday celebrations. Schools now require treats and snacks to follow the following guidelines:

- Only individually wrapped, store bought items are permitted in the classrooms during the school day when students are in attendance (i.e. room parties, birthday treats, etc.).
- Any baked goods from home or from a bakery will be sent home.
- All snacks and treats intended to be shared with classmates must be nut free.
- Some classrooms may be designated as nut free for all students.
- Every school cafeteria has a designated nut-free table.

Please note the nut products that may be listed in the paragraph of ingredients or in bold type underneath. You may also find the phrase... "Made in the same factory with peanuts and/or tree nuts." These foods are also NOT safe for children with these allergies. If you are unsure of the ingredients, please do not bring it in. Thank you for helping us to provide a safe environment!

### **Asbestos Statement**

Dunlap School District #323 has submitted the Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for Dunlap High School, Dunlap Middle School, Dunlap Valley Middle School, Dunlap Grade School, Hickory Grove Elementary School, Ridgeview Elementary School, Wilder-Waite Grade School, and Banner Elementary School. Copies of the Management Plan are available in the Administrative Office of the School District and in the office of each school building. These plans are available for your inspection during normal business hours of the office (8:00 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 designated person at (309) 691-3955.

### **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, Misconduct by Students with Disabilities](#), for more information.

### **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**

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 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.

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.

### **Criminal 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.

### **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 usable 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; and 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.

### **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 22 (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, that 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) 243-8700 Ext. 6 or [ahart@dunlapcusd.net](mailto:ahart@dunlapcusd.net).

### **Enrichment Opportunities**

Each elementary school offers an after school enrichment program for qualifying students in grades 3 through 5. Students are assessed at the end of 2<sup>nd</sup> and 4<sup>th</sup> grades for participation in the Enrichment Eagles Program. A variety of District assessments as well as teacher inventories are used in the identification process. For a detailed description of the Enrichment Eagles Program and identification process, visit the District and/or school websites. Fifth grade students will take the Algebra Aptitude Assessment during their spring semester. These results will be reviewed along with other District assessments in order to determine appropriate educational services as 6<sup>th</sup> graders.

### **Equal Opportunity and Sex Equity**

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 identity, 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](#), *Uniform Grievance Procedure*, for more information.

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

Dunlap School District establishes fees and charges to fund certain school activities. Students will pay for loss of school books or other school-owned materials. Fees for textbooks, technology devices, 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, Waiver of Student Fees](#). Students receiving a fee waiver are not exempt from charges for lost and damaged books, technology devices, 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, 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.

### **Food Services**

Hot lunches may be purchased for lunch each day. An alternative to the regular hot lunch plate is a salad. Students and parents need to be aware of the following guidelines regarding cafeteria programs:

- Lunches are sold through a debit card system only. Students are issued a lunch card at school. Students may put money on their account at registration, at regular intervals or as needed. Students that bring lunch money to school should place it in an envelope with their name, classroom teacher, and purpose for the money.
- No food or drinks may be taken from the lunch area following lunch periods.
- Milk comes with the hot lunch price. Bottled water may be purchased for an additional fee.
- Bottled water or milk is available for purchase for students that bring a lunch from home.

### **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) 243-8700 for more information.

### **Student Supports**

Dunlap Gives Back is a program designed to help teachers, students and families with needs throughout the school year. These needs can range from school supplies, hygiene products, clothes, breakfast items/snacks, and other items that may be needed. This program will protect families' privacy and maintain confidentiality. The program does its best to provide the items, but DOES NOT always have the funds to provide. If you are a student or family that has a need please email [ahart@dunlapcusd.net](mailto:ahart@dunlapcusd.net).

### **Head Lice Practice**

Dunlap School District adopts an evidence based practice regarding lice. We believe that it will result in a decrease of unnecessary absences, reduce embarrassment to the student and decrease the overuse of potential harmful chemicals.

Student identified during school hours to have an active case of head lice:

1. Notify parent/guardian directly. Parent will be encouraged to pick up their child but will not be required to do so.
2. Students may return to class. Immediate removal of the child is unnecessary – if the child has lice, they probably have been infested and prompt removal of the child may lead to embarrassment. The child can be sent home at the end of the day and should be allowed on the bus. This is supported by the CDC, American Academy of Pediatrics, and the National Association of School Nurses.
3. Parents of affected child will be notified their child must be properly treated and may return to school the day after treatment.
4. School will send out a school wide messenger when there is a suspected case of lice. "There has been a suspected case of head lice within the school your child attends. Please make sure you check your child and take measures to prevent head lice within your family."

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Pediculosis, or head lice, are tiny parasitic insects that live on the scalps of their host. Lice generally only cause a few children to scratch their heads. The topic itself tends to create great panic in adults. Head lice do not transmit disease, are not a sign of poor hygiene, they cannot fly or jump, and they do not discriminate based on socioeconomic groups, race, gender or age. Nor is a child with lice a sign of neglect.

The position of the Center for Disease Control (CDC), the American Academy of Pediatrics, and the National School Nurse Association is that no healthy child should be excluded from school, and since head lice do not make you ill, it is their recommendation to eliminate the "No Nit" practice and that students with nits remain in school and not be immediately excluded. They advise that when lice are found at school, the parents are to be notified, and the child will be dismissed. The student can return the next day after appropriate treatment is given.

In following the recommendations of the CDC, ACP and NSNA on how we manage head lice in our schools, we will be safeguarding your child's health, and ensure that his or her education is not disrupted. Please, as always, be sure to watch for any signs of lice with your own child(ren) and treat when appropriate.

For more information on head lice we encourage you to visit the following websites:

- <https://www.pcchd.org/159/Head-Lice>  
Peoria County Health Department
- <http://www.cdc.gov/parasites/lice/head/schools.html>  
Center for Disease Control
- <https://www.nasn.org/programs/educational-initiatives/lice-lessons>  
National Association of School Nurses
- <http://pediatrics.aappublications.org/content/110/3/638.full.pdf>  
American Academy of Pediatrics
- <https://identify.us.com/>  
Richard J. Pollack, Ph.D. Harvard School Public Health

### **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, Health, Eye and Dental Examinations, Immunizations, and Exclusion of Students](#).

#### **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.

#### **ECE and Bright Futures:**

- Current physical (August 18, 2021 or later)
- DPT vaccine (4 or more doses required- the last booster on or after the 4th birthday)
- Polio vaccine (3 or more doses with the last one on or after the 4th birthday)
- MMR vaccine (1 required)
- Hepatitis B (3 doses required)
- HIB-if none received before 15 months, only 1 dose required from age 15 to 59 months of age. Not required after age 5.
- PCV-if none received before age 24 months, only 1 dose required from 24 to 59 months of age. Not required after age 5.
- Chickenpox vaccine (1 required) or note from physician indicating the student has already had chickenpox
- A statement from physician that child has been screened for lead poisoning



**Kindergarten:**

- Current dental exam is required by the State of Illinois
- Current eye exam (August 18, 2021 or later)
- Current physical (August 18, 2021 or later)
- DPT vaccine (4 or more doses required - the last booster on or after the 4th birthday)
- Polio vaccine (3 or more doses with the last one on or after the 4th birthday)
- MMR vaccine (2 required)
- Chickenpox vaccine (2 required) or note from physician indicating the student has already had chickenpox

**2nd Grade:**

- A current dental exam is required by the State of Illinois.

**6th Grade:**

- Current physical (August 18, 2021 or later)
- Current dental exam - required by the State of Illinois
- Hepatitis B vaccine (3 required)
- Meningococcal-1 dose
- Tdap-1 dose

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.

**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 preschool 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) 243-8700 ext. 6 or [ahart@dunlapcusd.net](mailto:ahart@dunlapcusd.net) 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 counselor.

**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](#), *Migrant Students*, for more information.

### **Non-Discrimination Policy**

It is the policy of the Dunlap School District to provide and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including:

- Respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, sex, or age.
- Respect for the special needs of persons with physical, sensory, cognitive, or mental disability.
- Respect for cultural differences.
- Respect for economic, political, and social rights of others.
- Respect for the right of others to seek and maintain their own identities.

Complete copies of the policies and grievance procedures regarding any of these areas are available in the building offices as well as the District Administrative Office. Inquiries regarding compliance should be made to the Title IX/ADA coordinator in the District Administrative Office at 309-243-8700.

### **Notice of Medicaid Reimbursement**

This notice is primarily for the attention of parents who have children who receive special education and/or related services.

Medicaid reimbursement is a source of federal funds approved by Congress to help School Districts maintain and improve special education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, Dunlap will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release of information related to Medicaid claims for your child, do nothing. Local school districts are required to inform you of Medicaid reimbursement every year.

### **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. See Board [Policy 4:160, Environmental Quality of Buildings and Grounds](#). 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 at 309-243-8700 if you wish to be added to the registry.

### **Physical Education Exclusion**

A parent/guardian may excuse a student from physical education for up to two days. Any long term physical education excuse must be requested in writing from the student's health care provider, specifying the length of time your child is to be exempted. A written note from the health care provider should be submitted for the student to resume full activities. Any child who is exempt from physical education for medical reasons will not be allowed to participate in outdoor recess activities. Re-injury on the playground could occur, resulting in prolonging the child's healing and recovery period. Arrangements for indoor recess in the main office or a supervised classroom will be made. Any child who is exempt from physical education for medical reasons will not be permitted to participate in school sponsored sports. Students may be excused from engaging in any physical activity components of a PE course during a period of religious fasting.

### **Response to Intervention (RtI)**

RtI, or Response to Intervention, is a systematic approach to identifying and servicing struggling learners who need additional assistance in a given subject. All students are given an assessment three (3) times per year (fall, winter, and spring) in the areas of reading, math, and social emotional. Teachers use this information as well as classroom performance/observations to determine an approach for improvement. Students who are identified as "below target" will receive an intervention/s to help "close the gap." Each elementary building is provided with personnel to help assist with students who need added help.

### **Safety Drills**

Pursuant of The School Safety Drill Act (105 ILCS 128), safety drills will occur at times established by the Administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the Administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills may not be preceded by a warning to the students.

## **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](#), *School Wellness*, for more information.

## **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.

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

The Superintendent or designee shall develop, implement, and maintain a Suicide and Depression Awareness and Prevention 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 the ISBE 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).
  - 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 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 Committees 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 recommended 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 Board [Policy 6:121](#), *Tape Recordings of IEP Meetings*, 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. During zoom or google meetings, *recording* is still prohibited.

### **Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

### **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.
- 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.

### **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.

### **Title 1 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](#), *Title I Programs*.

### **Transportation**

The District provides bus transportation to and from school for all students living 1.5 miles or more from the school or when walking conditions may be considered dangerous according to District and state guidelines. A list of bus stops will be published at the beginning of the school year. Students are not permitted to ride a bus other than the bus to which they are assigned. Students who are not enrolled in the transportation program, are not allowed to ride the bus to or from school.

Students that ride the bus will be issued a tracking card that they will scan as they enter and leave the bus as available. Students are responsible for their cards at all times.



Bus schedules and routes shall be determined by the Director of Transportation in consultation with the Superintendent and shall be altered only with the Superintendent's approval and direction. In setting the routes, the pickup and discharge points should be as safe for students as possible. Please refer to Board [Policy 4:110, Transportation](#), for more information.

In order to ensure safety to our students, the following are general guidelines regarding transportation:

- For kindergarten students DROP OFF only, there MUST be a parent/guardian present at the bus stop. If the driver does not see a parent/guardian, the student will be brought back to school to be picked up.
- All students being transported by a District bus will be transported to and from the same stop every day they utilize the bus services.
- Bus passes may only be used for emergency situations, at the discretion of the Building Principal, with the approval of the Director of Transportation.
- Once a student is on the bus after school, he/she will only be released at the designated bus stop.
- Afternoon transportation will only be provided on a student's home bus or on a bus where the District will transport to a contracted daycare provider.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Building Principal. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

### **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:

- Prohibited student conduct as defined in the Board [Policy 7:190, Student Discipline](#).
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- 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. This policy is defined in Board [Policy 7:220, Bus Conduct](#).

### **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. For questions regarding school transportation issues, contact the Director of Transportation at (309) 243-8323.

## **Part V: Student Rights and Responsibilities**

### **Access to Student 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.

### **Cell Phones and Personal Communication Devices**

Cell phones and personal communication devices (such as smart watches, Gizmo Gadget, Garmin, etc.) are not necessary for students to have at school; however, some family situations require a student's need for a cell phone or communication device for emergency purposes. These devices can be a disturbance and distraction within the classroom. Cell phones **MUST** be kept off and in the student's book bag. Other electronic devices that become a distraction may result in loss of privileges. If a student violates this rule, the following will occur:

- **First offense:** parent/guardian notified, cell phone is kept in the office, student may pick it up at the end of the school day.
- **Second or repeated offenses:** parent/guardian notified, cell phone or personal communication device is kept in the office until a parent/guardian comes to the school to pick it up.

### **Money and Personal Possessions**

Elementary age students have few occasions when money will be required at school. Except for the money that is required for lunch, students should not bring money to school without teacher directions. Personal possessions, such as video and music devices, and electronic games should not be brought to school without teacher permission. Items such as electronic devices may be brought to school to use solely for reading or other approved educational purposes. Such devices that are used for purposes other than reading are subject to a loss of privileges at school. The school will assume no responsibility for either personal property or money.

### **Search and Seizure**

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The 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, backpacks, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's rules and policies. 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. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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.

### Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

### **School Sponsored Publications and Websites**

School-sponsored publications, productions, social media, 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 and Websites 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 offline (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 handheld 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, or 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, Publications](#).

### **Disciplinary Measures and Guidelines**

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.

For the most part, these disciplinary measures and guidelines are based on common sense. Generally speaking, these guidelines are based on the idea that no one has the right to interfere with the educational and/or recreational opportunities of anyone else. Our rules are not meant to deny students the chance for "fun", but rather to ensure that all students have the opportunity to learn and to play without interference from others who cannot or will not follow rules.

It is very important for all students to develop a sense of respect — respect for their school, respect for their classmates, respect for teachers, respect for the property of others.

The elementary schools employ a restorative-type approach to discipline. There are three main goals with restorative justice:

- Accountability: We provide opportunities for wrongdoers to be accountable to those they have harmed, and enable them to repair the harm they caused to the extent possible.
- Community Safety: Recognition of the need to keep the community safe through strategies that build relationships and empower the community to take responsibility for the well-being of its members.
- Competency Development: The seeking to increase the pro-social skills of those who have harmed others, address underlying factors that lead students to engage in poor behavior, and build on strengths of each student.

Classroom teachers conduct regular "class meetings" to discuss and problem solve any issues that either the teacher or the students deem necessary to bring forth.

### **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 Staff**

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 7:190, Student Behavior](#).

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes; vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession;
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug 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's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. 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 the 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. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. 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.
- 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 inappropriate activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive expression of gender or sexual orientation.
- 11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- 12. Entering school property or a school facility without proper authorization.
- 13. 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.
- 14. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
- 15. 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.
- 16. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- 17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- 18. 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.
- 19. 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.
- 20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

## **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. 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-alikes," 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.

## **Lunch/Recess/After School Detention**

Lunch detentions may be assigned by the teachers or the Administration. The detentions assigned by the teacher are served in the location at lunch arranged by the teacher. Recess detentions are given by the teacher or the Administration for unsafe behavior and are served during the recess period in locations arranged by the teacher or the Administration. After school detentions are given by the Administration and are served for 20-40 minutes after school hours. Detention expectations include:

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

## **In-School Suspension**

Before a student is assigned to in-school suspension, he or she will have the charges explained and be given an opportunity to respond to the charges. Students must report to the school office at 7:39 a.m. and will be released at 2:45 p.m. In-school suspension expectations include:

- 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.

## **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, Suspension Procedures](#), 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, including 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.

### **Student Appearance**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

The District feels that dress and personal appearance have been the responsibility of each student, with direct correlation to the individual student behavior and the total behavior of the student body. Students must be properly and appropriately attired in keeping with an educational atmosphere. Inappropriate dress will be determined by the building principal. Students in violation of the dress code will be excused from class until appropriately attired. The following list has been considered to represent minimum requirements for appropriate student dress:

- Dress and appearance must not be disruptive to the educational process.
- Dress and appearance must not constitute a threat to the safety or health of self or others.
- Clothing displaying offensive or suggestive words or symbols are not permitted, including those with sexual connotations.
- No articles of clothing, which promote, endorse, or in any way advertise alcohol, drugs, tobacco products or any illegal substance will be permitted.
- Dress and appearance must be such that all students are covered from the shoulders to mid-thigh.
- All students must wear shoes.
- No hats, caps, or hoods may be worn inside the buildings.

**Weapons Policy**

A student, who, possesses, controls, or transfers a weapon on school property, 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 Superintendent and Board may modify the disciplinary sanction on a case by case basis.

In no case may the expulsion exceed two calendar years. A "weapon" means (1) any gun, rifle, shotgun, or 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 firearm as defined in Section 24-1 of the Criminal Code; (2) knives, brass knuckles, Billy clubs, or any other object if used or attempted or intended to be used to cause bodily harm; 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.

**Bullying, Intimidation and Harassment Policy**

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. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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.



## Part VI: Communication and Community Relations

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/district>
- Facebook: <https://www.facebook.com/DunlapSchools>
- Twitter: @dunlapschools
- Blog: <http://www.dunlapcusd.net/District/Pages/default.aspx>
- Instagram: @Dunlap323
- School Messenger Phone/Email System
- YouTube Channel

### **Cancellation of School**

School emergency closings could happen at any time of the year. Parents need to arrange plans with their children (a neighbor, child care, employer, etc.) on what is expected should an emergency closing occur. Decisions for closure, delayed start or to dismiss school early are always a judgment call; however, we do use some general criteria in making such decisions. School procedures call for an emergency school closing announcement to be given over local radio and television media. When listed, please look for Dunlap Community School District or Dunlap #323 in determining if your school is closed or delayed. Below are some of the criteria and examples of what would impact a decision to cancel school, delay start or dismiss school early.

**Delayed Start:** There may be times when the weather is such that delaying the start of school by two hours would provide for a safer environment for our students and staff. This decision will be announced no later than 6:30 a.m. on the day of the delayed start via the 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. If the District decides to implement a delayed start for the school day, all notifications will be sent in the same manner as the closing of school.

**Weather Forecasts:** Weather conditions and events are very unpredictable. We generally do not cancel school or dismiss school early solely on a weather forecast. Weather events must be occurring and deteriorating for school to be canceled or for us to dismiss early.

**Snow:** Generally speaking, snow is not a primary reason for closing school. As long as roads are not drifting shut, it's possible we would have school even with a sizable snowfall.

**Road Conditions:** As referenced above, road conditions dictate many of our decisions. Due to the fact the District is widely spread out, we have an early morning process (before 5:00 a.m.) of checking our rural and city roads.

**Cold:** We will look at wind chill and air temperature (also road conditions) when making a decision relating to cold weather. Please remember that we do live in central Illinois so below 0-degree weather is not uncommon.

**When are decisions made?** A decision to cancel school may occur between 6:00 p.m. – 9:30 p.m. the night before school. In most instances, no later than 6:30 a.m. the next day. In an extreme emergency, we may have to announce early dismissal during the school day.

### **School closings will be communicated in the following ways:**

School Messenger Phone/Email System  
TV Stations – Channels 19, 25, and 31  
Local Radio Stations - All local stations  
Dunlap School District Voicemail System  
Notification on [www.dunlapcusd.net](http://www.dunlapcusd.net)  
Dunlap Facebook page - [www.facebook.com/CUSD323](https://www.facebook.com/CUSD323)

Further information regarding our weather related procedures can be found at <http://www.dunlapcusd.net/District/Pages/SchoolClosingPolicy.aspx>

### **Conferences**

Student involved parent/teacher conferences will be held for all students at the conclusion of the first grading period as an effective means of reporting student progress. A parent or teacher may request a conference throughout the year.

### **Parent Organizations**

The Board of Education recognizes that parent organizations are an invaluable resource to the District schools and supports their formation and vitality. While parent organizations shall have no administrative authority and cannot determine District policy, their suggestions and assistance are always welcome. Membership will be open and unrestricted.

The Building Principal or designee will serve as the advisor to parent organizations in his or her school and will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Parent organizations should adhere to all district media policies related to posting student photographs or media content.

### **Progress Reports and Report Cards**

Progress reports will be sent during the first grading period for all students to indicate academic progress and social adjustment to the new school year. Subsequent reports will be sent at the discretion of the teacher to communicate specific concerns.

Report cards will be issued four times during the school year and sent home as indicated on the 2022-23 Dunlap CUSD #323 school year calendar.

Standards-based grading and reporting practices will be utilized at the kindergarten through fourth-grade levels, with fourth-grade joining standards-based reporting for the 2022-23 school year. The phased rollout will finish during the 2023-24 school year with the final addition of fifth grade.

Students in grades K-4 will not be given letter grades. Progress in consistently meeting District curricular objectives will be reported. Specific information will be presented at the teacher/parent meeting regarding this evaluation. Parents of students in fifth grade have the ability to check their student's progress online through PowerSchool. Teachers will give parents a letter describing how to log onto this system towards the beginning of the school year.

Standards-Based Report Cards will pair each grade level's focus standards/skills align with a rating, informing where a student is in regards to skill master:

- 4 - Exceed Expectations
- 3 - Meets Expectations
- 2 - Approaching Expectations
- 1 - Has Not Yet Met Expectations

For more information in regards to standards-based grading, please visit the Dunlap District website.

The following grading scale will be used in fifth grade.

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

### **School Directory**

A school directory will be made available through PowerSchool for all elementary buildings. Parents and families will have the ability to opt out of the directory during the registration process.

### **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.

## **School Visitors and Volunteers**

Visitors are welcome to any School District building, provided their presence will not be disruptive. Upon entering a district elementary building during student attendance hours, visitors will be asked to present identification; such as a Driver's License, state identification, or passport, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. When leaving the school, visitors must return their badge. Please refer to Board [Policy 8:30, Visitors to and Conduct on School Property](#), for more information.

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who: (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, (3) or engages in an activity in violation of Board [Policy 8:30, Visitors to and Conduct on School Property](#).

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](http://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 process.
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:

<b>Activities that DO need to have an online application and be fingerprinted:</b>	<b>Activities that DO NOT need to have an online application and be fingerprinted:</b>
<ul style="list-style-type: none"><li>• Junior Achievement</li><li>• Weekly Classroom Helpers</li><li>• Copy Parents</li><li>• Library Helpers</li><li>• Regular Reader</li><li>• Enrichment Eagles</li><li>• Anyone who is alone with students</li><li>• Accelerated Reader Helper</li><li>• Field Trip Chaperone</li><li>• Student Teacher/Observer/Novice</li></ul>	<ul style="list-style-type: none"><li>• Carnival</li><li>• Book Fair</li><li>• Classroom Party</li><li>• Community member reader who only comes in a couple of times a year</li><li>• Spirit Day</li></ul>

1. If you are making the commitment to volunteer in your child's classroom, please be aware that teachers come to depend on your presence very quickly. They make their daily plans based on whether or not you will be in attendance. Sometimes emergencies arise for all of us, and it won't be possible for you to be here at your appointed time. In general, however, if you are scheduled for a certain time, please make every effort to be here at that time.
2. As much as we value your help, we would ask that you **not** bring any preschool children when you come to volunteer. Please make other arrangements for your preschool children when you are coming to volunteer your time. If you

cannot make arrangements for your preschool children, consider asking for volunteer opportunities that you can help with from home.

3. Parent volunteers are here to help a specific classroom and/or grade level. Please do **not** take advantage of your access to the school to visit other children you may have in other classrooms. We take great care to limit unnecessary interruptions to classroom instruction.
4. Please remember to enter the building only through the front entrance and to report to the office before you go to the classroom where you will be volunteering. You will be given a visitor's sticker to wear while you are in the building.
5. When you are volunteering with the children, please remember that all discipline should be handled by the classroom teacher. While your help is valued, you may not discipline children (other than to remind the students to pay attention, for example). Any serious discipline situations on the part of any child should be brought to the teacher's attention immediately.
6. Parent volunteers should not go to the playground with the students during any recess period. Your volunteer time will be much better spent if you remain in the classroom preparing for the children's return from recess.
7. In the course of your volunteer time, you may occasionally hear or see things that may be confidential. It is extremely important that these incidents not be talked about outside the school. Confidentiality for teachers and students is very important.

### **Telephone 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. Staff communication response time is generally during the work week within 24 hours.

### **Telephone Use by Students**

Use of the 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 receive permission from a staff member.

## **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 comes 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 District 323 capable of accessing the Internet has installed on it a software package designed to block out objectionable websites. 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 websites, 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 <sup>st</sup> Repair	100%	0%
2 <sup>nd</sup> Repair	50%	50%
3 <sup>rd</sup> Repair	20%	80%
4 <sup>th</sup> 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 the 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 the 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.