

**DUNLAP CUSD #323  
DUNLAP HIGH SCHOOL  
2020-21 STUDENT HANDBOOK**

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**WELCOME TO DUNLAP HIGH SCHOOL!**

This handbook is a summary of the District rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the [District's website](https://boardpolicy.online.com/?b=dunlap_cusd_323) at [https://boardpolicy.online.com/?b=dunlap\\_cusd\\_323](https://boardpolicy.online.com/?b=dunlap_cusd_323) or at the Board Office, located at 3020 Willow Knolls Road Peoria, Illinois 61614.

District #323 uses several modes of communication to keep parents and community members informed. You can view updates and information at:

- Webpage: <https://www.dunlapcUSD.net/dhs>
- Facebook: <https://www.facebook.com/DunlapSchools>
- Twitter: [@dunlaphighschools](https://twitter.com/dunlaphighschools)
- Contact information: <https://www.dunlapcUSD.net/dhs/about/contact>
- Instagram @ dunlaphighschool323
- Snapchat: Dunlaphs
- School Messenger (Phone and email alert system)
- [YouTube Channel](#)

Whether you are a new student entering Dunlap High School as a freshman, an upperclassman, or you are returning to continue your education here, we want to welcome and invite you to become part of a growing school that we feel has much to offer. The Administration and faculty want to work with all students, both collectively and individually, in an atmosphere of friendliness and cooperation. This type of atmosphere can be achieved only through mutual respect of the needs and wants of each other. The staff at this school believes strongly in the rights of the individual. These rights, however, are to be exercised in light of their effect on other individuals involved as well as the total school environment.

**Mission Statement of Dunlap Community School District #323:**

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

**Profile of Dunlap High School**

Dunlap High School is a four-year senior high school of approximately 1,300 students located in Dunlap, Illinois, which is approximately six miles north of Peoria, Illinois. The school is the only high school in the Dunlap Community School District #323. The high school has a staff of approximately seventy-five certified teachers which includes five counselors and two Assistant Principals. Dunlap High School offers a wide and varied curriculum of academics, vocational and personal interest areas. Classes meet five days per week for two 18-week semesters. Students can enroll for up to eight class periods.

The dedicated work of the students and staff of Dunlap High School has led to academic and extra-curricular excellence, as noted by the *Chicago Sun Times* and *U.S. News and World Report*. For the 2018 school year, Dunlap High School earned exemplary status from ISBE, made the 9<sup>th</sup> Annual A.P. Honor Roll, and received Niche ranking of 96<sup>th</sup> percentile among ALL public high schools in the U.S. These sources have ranked D.H.S. as a top high school in the State of Illinois. Though achieving at a high level, this high school is dedicated to continual improvement and innovation in academic and extra-curricular pursuits.

**School Schedule**

Classes meet five days a week for approximately 49 minutes each day. No student should report to school before 7:15 A.M. Students are allowed five minutes between classes. Those students who stay after school should arrange for transportation.

Mon., Tues., Thurs., Fri. Schedule			Wednesday Schedule			SIP Schedule		
0	7:24 am -	8:13 am	0	7:24 am -	8:13 am	0	7:45 am -	8:13 am
1	8:18 am -	9:07 am	1	8:18 am -	9:07 am	1	8:18 am -	8:46 am
2	9:12 am -	10:01 am	2	9:12 am -	10:01 am	2	8:51 am -	9:18 am
HR	10:06 am -	10:30 am	3	10:06 am -	10:55 am	3	9:23 am -	9:50 am
3	10:35 am -	11:24 am	4A	11:00 am -	11:25 am	4	9:55 am -	10:22 am
4A	11:29 am -	11:54 am	4B	11:28 am -	11:53 am	5	10:27 am -	10:54 am
4B	11:57 am -	12:22 pm	4C	11:56 am -	12:21 pm	6	10:59 am -	11:26 am
4C	12:25 pm -	12:50 pm	5	12:26 pm -	1:14 pm	7	11:31 am -	11:58 am
5	12:55 pm -	1:44 pm	6	1:19 pm -	2:07 pm			
6	1:48 pm -	2:37 pm	7	2:12 pm -	3:00 pm			
7	2:41 pm -	3:30 pm						

**DUNLAP CUSD #323**  
**DUNLAP HIGH SCHOOL**  
**2020-21 STUDENT HANDBOOK**

Table of Contents					
FOREWORD	1	Activities Suspension	19	Drug Testing	37
Mission Statement	1	Search and Seizure	20	Concussions/Head Injury	38
Profile	1	Dress at School	20	Violation Meeting	39
School Schedule	1	Excessive Affection	21	Right of Appeal	40
District Strategic Plan	3	Behavior Interventions	21	Rules of the Game	40
Accreditation	5	Excessive Affection	21	Transportation	40
Course Selection/Sequencing of Courses	5	Behavior Interventions	21	MEDICATION	40
Class Load	5	GENERAL INFORMATION	21	SCHOOLS ELECTIONS	41
Graduation Requirements	5	Health Examinations, Immunizations, and Exclusions	21	Holding Office	41
Credits Required for Classification	6	Enrollments and Fees	22	Student Council	41
Class Rank	6	Closed Campus Policy	22	Qualifications	41
Level Change	6	Hot Lunches	22	Homecoming Elections	41
Valedictorian Criteria	7	Free/Reduced Food Services	23	Prom Elections	41
Grade Point Average	7	Parking Policy	23	DANCE/EVENT POLICIES	41
Honor Roll	7	Student Insurance	23	STUDENT RECORDS	42
National Honor Society	7	Library/Tech. Center	23	TRANSPORTATION	43
Academic Integrity	8	Lockers	24	Bus Service	43
Mid-Term Report	8	Lost and Found	24	Driving Vehicles	43
Standardized testing	8	Passes	24	FOREIGN EXCHANGE	43
Foreign Language Proficiency Credit	8	Posters	24	DUE PROCESS	44
Early Graduation	8	Fire Drills and Fire Exits	24	Grievance Procedure	44
Early College Opportunities	8	Severe Weather and Shelter	25	SEX OFFENDER LAW	45
Outside Courses	8	Equal Opportunity/Sex Equity	27	PEST MANAGEMENT	46
Alternative Learning Opportunities	9	Disability Accommodations	27	INTERNET PROCEDURE	46
Accepting Credits	9	Recording of IEP Meetings	28	1:1 Assignment and Use	48
Report Cards	9	Student Publications	28		
Semester Exams	10	Education of Children with Disabilities	29		
ATTENDANCE	10	English Language Learners	29		
Absence Reporting Procedures	11	Homeless Children	29		
Excused Absences	11	Migrant Education Program	30		
Pre-Planned Absences	11	Student Surveys	30		
College Visits	12	Suicide/Depression Program	30		
Unexcused Absences	12	Teaching About Religions	31		
Early Dismissal	12	Teacher Qualifications	31		
Late Arrival	12	Teen Dating Violence	31		
Truancy	12	Title 1 Programs	31		
Tardiness	13	Using Animals in Education	31		
STUDENT BEHAVIOR	13	Teaching of Evolution Policy	32		
Discipline Referral	14	Telephone Use	32		
Prohibited Student Conduct	14	Visitors/Volunteers Policy	32		
Disciplinary Measures	16	School Wellness	32		
Detentions	17	PHYSICAL EDUCATION	33		
In-school suspension	17	PE Excuses	33		
Out-of-school suspension	17	Not Dressing	33		
Expulsion	18	PE Exemptions/Waivers	34		
Bullying, Intimidation, and Harassment Policy and Reporting	18	Social Networking	35		
Inappropriate/profane language	19	SCHOOL ACTIVITIES	35		
Drug/Alcohol Policy	19	Extra-Curricular Activities	35		
Weapons Policy	19	Extra-Curricular Eligibility	36		
Nicotine/Tobacco/Smoking Policy	19	Activities Code	36		

## Dunlap Community Unit School District #323 STRATEGIC PLAN 2016-2021

### DISTRICT MISSION

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

### DISTRICT VISION

Dunlap Students will reach their individual potential as:

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

### VALUES & BELIEFS

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



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

### GOALS

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

**DUNLAP CUSD #323**  
**DUNLAP HIGH SCHOOL**  
**2020-21 STUDENT HANDBOOK**

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

## **ACCREDITATION**

### **Course Selection/Sequencing of Courses**

It is the responsibility of the Administration and staff of Dunlap High School to offer students an in-depth and varied curriculum from which the student may choose the most appropriate courses or sequence of courses in order to meet the specific interests and needs of the student. It is reasonable to assume that based on sound educational practices, research, student performance and anticipated success, the District should recommend courses and the sequencing of those courses in order to offer the student optimum learning experiences. Students and their parents have the opportunity to select courses and sequencing provided the students meet the prerequisites for the desired courses. Class size may limit access to courses as well. Students with higher class grade standing (Senior, Junior, Sophomore, then Freshman) will have first preference. Students and their parents should be informed of the potential consequences of taking specific courses or taking courses out of sequence that are not recommended by the staff. It is not unreasonable for the District to ask the student and parent to acknowledge and take responsibility for courses or sequences of courses not recommended. All available courses and prerequisites will be listed in the curriculum guide and will be provided to the students during the course selection process.

All classes will be expected to meet the established minimum and maximum enrollment requirements in order to exist each semester. Students may not withdraw from or add a course if it causes the class to fall below the established minimum enrollment requirement or exceed the established maximum enrollment requirement. This provision supersedes all additional criteria stated herein, which may allow a student to add or drop a course.

Students may add a course up to the 7th day, subject to enrollment requirements and availability. Students who drop between the 8th and 15th day will be assigned a study hall and NOT be given a "WF". If a student is allowed to drop a course after the 15-day drop period, a grade of "WF" (zero) shall be recorded for the semester and calculated into their grade point average (GPA). Academically acceptable criteria for a class change request may include the results of summer school (both success & failure), college requirements (juniors/seniors only), DHS graduation requirements, counselor error, unfulfilled prerequisite classes, and/or unsatisfactory Accuplacer test results for ICC dual credit classes.

Counselors will meet with each class yearly to discuss the registration process. Students will have the best opportunity for obtaining the courses they need if they make carefully considered decisions at the time they submit their course requests for the next school year. Academic counselors have been assigned to each student to assist them in this process. Students are encouraged to consult their counselor, parents, and the curriculum guide when making class selections. Other resources are available, such as Xello, which is discussed in more detail on page 24 of the curriculum guide. Students are also encouraged to research the admissions requirements for any postsecondary program of interest. Before finalizing the registration process students are required to meet with their counselor to discuss their requests. Early planning cannot be over-emphasized. For incoming Freshman, counselors will recommend appropriate levels of math, English, science, and foreign language on the basis of test scores, previous grades and the recommendations of eighth grades teachers. Students and parents are responsible for their course selection decisions. Dunlap High School will expect students to honor their class choices. Ultimately, class selection and schedule changes are at the discretion of the high school administration.

### **Class Load**

Students are required to take a minimum of four (4) core classes each semester in addition to a physical education class unless exempted. Students are recommended to take five (5) core classes each semester but may take more if desired or necessary. All students are required to be in attendance for six (6) class periods, except for work-based learning, online or off-site dual credit (which includes D2 or Strong Start) and Co-op students. Staffing needs are based on these course requests.

**Graduation Requirements** A minimum of twenty-one (21) units of credit is required for graduation from Dunlap High School and must include the following: 4 Years of Language Arts (must include 1 Semester of Speech)

- 3 Years of Mathematics
- 2 Years of Social Studies (must include U.S. History and Civics)
- 3 Years of Science
- 1 Year of Foreign Language, Agriculture, Art, Business, Engineering, Family & Consumer Science, Work Based Learning, or CTE Dual Credit courses
- 1 semester of Software Applications
- 1 semester of Resource Management



**DUNLAP CUSD #323  
DUNLAP HIGH SCHOOL  
2020-21 STUDENT HANDBOOK**

---

- 8 semesters of Physical Education unless exemptions are provided. Credits must include Driver Education classroom and Health
- Completion of the Illinois State Examinations

### **Credits Required for Classification**

In order to classify students as freshmen, sophomores, juniors and seniors, only the following credit system will be used. This chart indicates the expected trajectory a student should follow in relation to credits earned and current grade level.

<b>Class</b>	<b>End of Year On Track Credits</b>	<b>Retained: Students with this number of credits or less at the end of the school year will remain at grade level.</b>	<b>Reclassified: Students who were retained can progress in class placement by achieving this number of credits or more by the end of the semester.</b>
Freshmen	5.5	3.5 or less credits	6.75 or more
Sophomores	11	9 or less credits	12.25 or more
Juniors	16 ½	14.5 or less credits	17.25 or more
Seniors	21		

Class designation determines locker placement, Prom attendance (Juniors and Seniors may attend through purchasing tickets, while Freshmen and Sophomores must be asked to Prom to attend), finals (Seniors are not required to take 2<sup>nd</sup> semester finals), and course selection availability.

**Freshman:** At the end of the spring semester, a freshman student that is on track to graduate will have accumulated a minimum total of 5.5 credit hours. Students that have earned 3.5 credits or less will be considered a freshman again the following school year unless they earn the appropriate credits prior to the start of the following school year through an approved credit recovery course. Credit recovery transcripts and/or credit verification must be turned in to the counselor prior to a change in status. A student who has been retained in the freshman class can be reclassified as a sophomore after the fall semester if they have earned a minimum total of 6.75 credit hours.

**Sophomore:** At the end of the spring semester, a sophomore student that is on track to graduate will have accumulated a minimum total of 11 credit hours. Students that have earned 9 credits or less will be considered a sophomore again the following school year unless they earn the appropriate credits prior to the start of the following school year through an approved credit recovery course. Credit recovery transcripts and/or credit verification must be turned in to the counselor prior to a change in status. A student who has been retained in the sophomore class can be reclassified as a junior after the fall semester if they have earned a minimum total of 12.25 credit hours.

**Junior:** At the end of the spring semester, a junior student that is on track to graduate will have accumulated a minimum total of 16.5 credit hours. Students that have earned 14.5 credits or less will be considered a junior again the following school year unless they earn the appropriate credits prior to the start of the following school year through an approved credit recovery course. Credit recovery transcripts and/or credit verification must be turned in to the counselor prior to a change in status. A student who has been retained in the junior class can be reclassified as a senior after the fall semester if they have earned a minimum total of 17.25 credit hours.

**Senior:** Seniors enter their final year of high school on track to graduate if they have a minimum of 16.5 credit hours. Students with 15.5-16 credits may still be considered seniors, but are not on track to graduate and will have to complete the necessary credit recovery coursework simultaneously with their traditional coursework if they wish to graduate with their class on time.

### **Class Rank**

Grade averaging for class rank is figured twice annually (after 1st semester and the end of year). The class rank is simply a score ranking of the grade point averages of all of the students in the class. This ranking is important for students, parents, and teachers to see how the students compare academically with their peers. The grades used to figure class rank are the semester grades of all full credit (courses that receive 1/2 credit per semester) subjects.

### **Level Change**

On occasion students may need to change the level of the class in which they are enrolled. A change in level of a class can be initiated by a student, his or her parent/guardian, course teacher, or counselor at any time during the semester. In order to do so:

- The student will request a level change form, which they will complete with their guardian and the classroom teacher, and then they will submit the completed form to their counselor.
- The student must demonstrate that they have reasonably attempted to succeed in the classroom and sought additional help from the course teacher.
- After the data (grades and District assessments) is reviewed, the teacher and the counselor will make a recommendation to the Principal.

If a student is receiving a C or better in a class, they will not be permitted to change course levels until the end of the semester. Students with a D or F can do a level change up to the end of the first quarter of the semester (1st and 3rd) provided they have completed the *Level Change Request Form*. Students can drop/change level at semester provided class numbers (size) allow for this change. A *Level Change Request Form* is not required for a semester change; however, a parent signature is required. Students who indicate that a course is having a negative impact on their anxiety must provide a doctor's diagnosis to the school and have completed the *Level Change Request Form*. Students have 15 days to drop a class from the start of the semester and 7 days from the start of the semester to add a class.

A final decision regarding a level change will be made by the Principal (or designee) and will be subject to established maximum requirements. Students must remain in the class until the level change is approved by the Principal (or designee) of Dunlap High School and made by the academic counselor. The letter grade at the time of withdrawal from the class is the grade that accompanies the student to his/her new level of class.

#### **Valedictorian Criteria**

Highest Grade Point Average; and

- A minimum composite score of 33 on the ACT or a 1500 on the SAT taken and reported by the end of the seventh semester of their senior year.
- Minimum of 15 established honors courses that each meets for a full year or two semester honors courses counting as full-year (pro-rated for transfer students).
- 40 hours of documented community service since entering high school (pro-rated for transfer students).

#### **Grade Point Average**

When calculating the grade point average (GPA), an "A" is worth 4 points, a "B" is worth 3 points, a "C" is worth 2 points, a "D" is worth 1 point, and a "F" is worth 0 points. The grades used to figure GPA are the semester grades of all full-credit (course that receive ½ credit per semester) subjects. Middle school students who are enrolled in the high school level courses will be granted high school credit and the grade received will count towards high school GPA.

#### **Honor Roll**

The Honor Roll is published at the end of each nine-week grading period. Only full credit courses, which receive 1/2 credit per semester, count towards Honor Roll. Subjects not included are Driver Education, Physical Education, Band, Jazz Band, Orchestra Chorus, Health, Art, Business, etc. Students with Incompletes (I) are not considered for Honor Roll.

**Nine Weeks High Honor Roll** - The student must have a 3.5 grade point average in all full credit subjects.

**Nine Weeks Honor Roll** – The student must have a 3.0 grade point average in all full credit subjects.

#### **National Honor Society**

Students who have at least a 3.5 grade point average after 5 or 7 semesters will be considered for membership in the National Honor Society. Candidates who have qualified scholastically shall then be evaluated on the basis of service, leadership, and character. The final selection of members to the chapter shall be by majority vote of the faculty council. Staff will be consulted for recommendations. The faculty council shall consist of five faculty members appointed annually by the Principal.

Selection Procedure:

1. Student's academic records shall be reviewed to determine scholastic eligibility.
2. Students who are eligible scholastically will be notified and told that for further consideration for selection to National Honor Society chapter, they must complete the *Student Activity Information Form*.
3. The *Student Activity Information Form* shall be reviewed by the faculty council, along with any other verifiable information about each candidate. Candidates receiving a majority vote of the faculty council will be inducted.

### **Academic Integrity**

We believe that an important value to our community is integrity. Integrity means being honest and doing the right thing, including on academic work. Having academic integrity means submitting your own work and ideas rather than the work of others and citing work or ideas that are not your own. By embracing academic integrity, students will continue to develop their skills, knowledge, and character while preparing themselves for life after high school.

### **Mid-Term Reports**

Progress reports may be requested mid-way through each grading period. These are collected and mailed upon request through the office. Parents who receive mid-term progress reports should contact the teacher so that failures can be avoided.

### **Standardized Testing**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests. Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests.

### **Foreign Language Proficiency Credit**

Students with proficiency in a language other than English may earn up to one (1) foreign language credit through a passing score on a proficiency exam in that language. Families must bear the cost and the scheduling of the proficiency exam, which must be on the list of exams approved by the foreign language department. The exam must measure student's speaking, reading, writing, and listening skills, and the student must pass in all four areas in order to earn credit. Credit will be designated as achieved through proficiency testing on the student's transcript. Please see your counselor for further information.

### **Early Graduation for Qualified Students**

Upon consultation with the High School Counseling Department, a high school student may complete his/her high school work at the end of his/her sixth or seventh semester upon:

1. Accumulation of the required 21 credits; as well as successful completion of all required courses for graduation.
2. Parent conference at the school if requested by the Principal.
3. Written declaration by the parents, by the seventh day of the semester stating that their child intends to graduate at the end of the year or that semester must be given to the Principal. If this declaration is not made, the student may be expected to attend for the entire year.
4. Class rank for mid-year graduates to be determined at the end of their seventh semester.

### **Early College Opportunities**

There are a number of course offerings available through Dunlap High School Partnerships which allow students to earn college and career credit simultaneously. Several of these examples include:

- **ICC Dual Credit taught at Dunlap High School:** These classes allow students the opportunity to earn college credit while taking advanced high school classes.
- **ICC Online Dual Credit Classes:** These are online dual credit classes offered during the Fall and Spring.
- **Strong Start:** This partnership program between ICC and DHS provides the opportunity for students to take dual credit courses on the ICC campus on a part time basis.
- **Dual Degree Program (D2):** DHS and ICC are partnering to provide the opportunity for students to earn their high school diploma at the same time as earning an Associates of Arts degree.

\*For additional information on Dual Credit courses taken outside of DHS, please see page 7 and 8 of the curriculum guide or speak with your counselor.

### **Outside Courses for high school credit only**

Approval for Courses: In limited circumstances courses not taken at Dunlap High School (i.e., summer schools, night schools, correspondence courses, etc.) by students currently enrolled will not be counted for graduation credit unless approved in advance by the high school principal. Approval is generally given for courses which have been previously failed and for electives which are not offered at Dunlap High School. There may be additional cases (i.e., conflicts in scheduling), where approval may be given for courses taken outside of Dunlap High School, and these will be determined on a case by case basis. The student will



**DUNLAP CUSD #323**  
**DUNLAP HIGH SCHOOL**  
**2020-21 STUDENT HANDBOOK**

---

be responsible for filling out the Dunlap High School Outside Course Approval form. All financial responsibilities including, but not limited to, transportation, course tuition, fees, enrollment, application, and materials are placed upon the student seeking approval. Upon completion of the class, the student must provide their counselor with an official transcript from the approved institution. For additional information on Dual Credit courses taken outside of DHS, please see page 7 and 8 of the curriculum guide or speak with your counselor.

#### **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.

#### **Accepting Credits for Terminated Students**

Dunlap High School will accept credit earned at approved sources (i.e., ICC, Bradley, summer school, night school, etc.) to be counted for graduation from Dunlap High School, provided that the following conditions are satisfied in full:

- The student must have been in regular high school attendance for a minimum of eight semesters (4 years). Equivalent attendance at other approved high schools is acceptable; however, the last semester of attendance must have been at Dunlap High School.
- The student desiring equated credit cannot be currently enrolled in Dunlap High School.
- The maximum credit that can be earned in the manner shall not exceed one Carnegie Unit (generally 2 courses).
- The student must apply in writing to the Principal of Dunlap High School for permission to receive equated credit for course work taken elsewhere.
- The Principal of Dunlap High School will approve in writing such course or courses prior to the student's registration.
- Dunlap High School diplomas will not be awarded to those who choose to fulfill GED requirements.

#### **Report Cards**

The report card gives a scholastic progress report as well as the attendance report and is issued four times a year, at the end of each 9-week grading period. Report cards will be delivered electronically while hard copies will be mailed upon request.

Our grading system for non-honors courses is as follows:

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

Our grading system for honors and enriched courses is as follows:

A+ 98-100	A 94-97	A- 90-93
B+ 88-89	B 84-87	B- 80-83
C+ 78-79	C 74-77	C- 70-73
D+ 68-69	D 64-67	D- 60-63
	F 0-59	

WF - Withdraw Failing P - Pass

M - Medical Excuse (P.E.)

E - Exempt (P.E.)

S - Audit Passing

U - Audit Failing

I - Incomplete

### **Semester Exams**

Semester exams are required for all specified academic classes. The exams are comprehensive for the content covered during the semester. Students are given the opportunity for review of the material covered by the instructor prior to the exam date. The Administration and faculty believe that this testing experience helps and prepares all students for similar post high school experiences, especially test situations encountered at the college level. It also assists students in synthesizing the body of material covered during the semester and reinforces the principle material of the course. The semester grade, which is the grade recorded on the permanent records and used to figure class rank, will be computed as follows:

1st Quarter Grade	40%	2nd Quarter Grade	40%
3rd Quarter Grade	40%	4th Quarter Grade	40%
Final Exam	20%	Final Exam	20%

With the exception of students in dual credit classes, seniors at the end of their sixth semester who have accumulated a grade point average of 3.0 will not be required to take first semester finals. Those seniors that meet the criteria of this incentive may choose to take the semester exam; the exam score will only be applied to the final grade if it benefits the student. All students (including seniors) who take summer school will be required to take final exams or projects.

Seniors at the end of their 8th semester will not be required to take semester exams, with the exception of those requested to do so by teachers to help determine a final passing or failing grade. Final determination is made by the teacher.

Any student who does not take a final exam when required to do so will receive an "F" for the semester for failure to complete the course. A special schedule is run at the end of each semester for the exams as determined by high school administration. If a student has three finals in one day, they have the option to move one to the final make up day with counselor approval. Seniors may be exempt from first semester finals (including early graduates) depending on SAT scores. Students will need to achieve at or above the established benchmark score to exempt from finals. Criteria is established by administration and subject to change. No seniors are required to take finals second semester with the exception of dual credit courses. Seniors may opt to take finals either semester to raise grades and must arrange to do so with their teachers in advance.

### **ATTENDANCE**

School attendance is of utmost importance. Many dropouts and many failures are caused by poor school attendance. One of the items prospective employers often request when they call for school records is the attendance and punctuality of a student. School attendance for any student, however, is primarily the responsibility of the parent and the student. It is recognized that at times parents and students may consider school attendance impossible due to illness or some other personal or family reason. The faculty and staff wish to strongly encourage student attendance and to be made aware of problems, either medical or personal, which may interfere with school attendance. At no time is this policy intended to encourage students to come to school when they are ill. Teachers are always willing to assist students who must miss school for some legitimate reason. In an attempt to encourage attendance at school and to become more involved with the parents and students concerning attendance problems, the following absentee procedures have been established. Students will not be administered classroom assessments the day following an unforeseen emergency school closure unless the classroom assessment was scheduled on the closure date(s).

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

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

### **Absence Reporting Procedures**

1. Each day the student is absent from school, (except suspension or a pre-planned absence), a parent or legal guardian should call the school at 243-7751 or email the attendance secretary between 7:15 A.M. and 2:00 P.M. When a student arrives late to school they must check in through the office for an admit pass. If the parent or guardian does not call or email before 2:00 P.M., the absence will not be cleared with the teachers and the student must report to the secretary for an admit the next day. If, because of an emergency, a parent or guardian is unable to call on the day of the absence, please call or email the following morning before 8:00 A.M. Students who are absent and whose parent or guardian does not have a phone or email access, must bring a note stating the dates and reason for the absence. Students not following the above procedure will be referred to the Assistant Principal or Principal when they return to school. Parents or legal guardians will need to contact the school attendance secretary to determine if a student's absence or tardy is excused or unexcused. If no contact is made, the absence will be noted as unexcused. Absences or tardies noted as unexcused will become permanent following 3 days from the absence or tardy event.
2. The determination of an excused or unexcused absence is made by appropriate school personnel depending upon the reason the student was out of school. Generally speaking, students are given time to make up work equal to the time absent. As a general policy, students will be given one day per day absent to make up work. However, if a student is absent the day of an assessment, he/she will be expected to take the assessment the day he/she returns. It is the student's responsibility upon return from an absence to check with each teacher as to the proper time to make up work. At the end of the grading period, any course with incomplete work will be given an "Incomplete" grade. Should the "Incomplete" grade not be completed within the allotted time, the grade will be changed to an "F."
3. Students who are out of school or know they will be out of school three full days or more may call one of the counselors for their assignments.
4. In the case of a military honors funeral, a student must notify the Building Principal or other Administrator at least two days prior to the absence providing the date, time and location of the military honors funeral. The requirement may be waived if the student did not receive notice at least two days in advance, but the student shall notify the Administration as soon as possible of the absence.
5. A student whose absence is excused to sound Taps shall be counted in attendance for purposes of calculating the average daily attendance of students in the District. The District must allow the student reasonable time to make up school work and if school work is satisfactorily completed, the day of absence is counted as an attendance day.

### **Excused Absences**

Generally speaking, a student's parent or guardian may excuse him/her from school (for all or part of the day) and their phone call, email or note will be honored by the Administration. These absences will be marked as Parent Excused (PE). Students are allowed 7 parent excused absences per class period in a given semester. If a student misses school due to a medical appointment, the student needs to bring a doctor's note to school within 3 days of returning to school. These absences will be marked as "Medical" (M), and will not count toward the 7 parent excused absences. If, however, a student's absenteeism becomes excessive (more than seven missed class periods of a given class per semester), a physician's note will need to be submitted before any successive absences are excused. The cooperation of a student's parent or guardian is requested in helping him/her maintain a good attendance record. Students who miss more than seven times in the same class period in a semester may be denied permission to attend school-sponsored field trips by teachers and/or Administration. Upon the accumulation of eight or more absences per class period, the student will be counted as unexcused without a doctor's verification and may be subject to disciplinary action. Upon reaching eight or more excused absences, make-up work privileges are forfeit without a doctor's note. Teachers do retain the right to assign make-up work for credit if they so choose. Students may have up to 5 days for certain military obligations of the student's parent/guardian.

### **Pre-Planned Absences**

If a student knows that he/she will be absent, we request that he/she obtain a pre-planned absence form in the attendance office. If a student wants to obtain his/her assignments in advance of this absence, a pre-planned absence form must be taken by the student to each of his/her teachers at least one full day in advance of the day(s) which the student will be out of school. If one full day notice is not given, teachers may refuse to give advance assignments and require the work to be made up upon the students return to school. Students are expected to be current in their course work when they return.

### **Criteria for Administrative Approval of Extended Planned Absences**

Students are required to provide proof of travel, i.e. plane tickets, reservations, rental agreement, etc. for the duration of the trip. Students will need to get a pre-arranged absence form from the office and have each of his/her teachers sign off on the

form at least one week prior to his/her planned absence. Students will be marked as a "parent excused" for the first 10 days, and as "extended leave" if the absence is 11 days or more school attendance days. Chromebooks will be collected for any approved absence of 11 days or more. The student will need to use a personal computer to access Canvas. Students will be responsible for ALL work, tests and quizzes during this time. They will have one day after their return to communicate with their teachers and all work will be due, tests/quizzes completed, by the end of the second day after their return to school. A student will be responsible for contacting each of their teachers during the break and/or viewing their requirements online. Any absence during this particular semester after his/her return will require a doctor's note or the absence will be unexcused.

### **College Visits**

A senior is allowed three college visit days and a junior two college visit days. All visits to local colleges (ICC, Bradley, and Eureka) will be limited to 1/2 day unless additional time is necessary. All visits must be pre-arranged and verifiable by the Assistant Principal or Principal. Students should spend time with their counselors prior to visiting any college, so that the time on this visit is well spent. Students are encouraged to visit colleges during their vacation days because most colleges are in session during many of these times. If a student is unable to arrange their college visit during a vacation, the procedures for a pre-planned absence should be followed.

### **Unexcused Absences**

Any absence which is determined to be unexcused by the Assistant Principal or Principal will result in a 0 and no make-up of any schoolwork missed. There may also be additional disciplinary action taken such as detention or suspension depending on the circumstances.

### **Early Dismissal**

1. Students having last hour study hall may leave school after their last class, providing the student is scheduled for six class periods and submits a signed parent release form. Those students are to be out of the building by the beginning of the next hour. Any problems, either academic or disciplinary, will result in the loss of the privilege for the individual student.
2. For Students Who Work - Work related early dismissal from school may be granted if the following conditions are met:
  - a. Student must be in good academic standing - passing in all subjects.
  - b. Early dismissal will not interfere with student's graduation requirements or academic program.
  - c. Student must see that a "Request for Early Dismissal" form is completed and returned to school. Forms are available from the school and must be signed by the student, parents, and prospective employer.
  - d. Student must remain employed. Periodic checks will be made with the employer.
  - e. If early dismissal is granted, both student and parent must realize that the student should leave school immediately after dismissal time. A parent then assumes responsibility for the student.
  - f. Except in unusual circumstances, no students or other seniors may have schedules changed for early dismissal to work.
3. For All Other Situations  
Students may be released early for other reasons provided the Administration approves. Any student leaving school before the end of the day must be excused by school personnel or the absence will be unexcused. A phone contact, an email or a note will be required before the student is dismissed from the premises for any reason. Students who are absent for less than 100 minutes are credited with full day's attendance. All students, except for work-based learning, online dual credit, Co-op, or Strong Start students, must be in attendance for six class periods.

### **Late Arrival**

For Seniors - Seniors may have either late arrival or early dismissal. Seniors having first hour study hall may elect to not arrive at school until the beginning of second hour. Any problems, either academic or disciplinary, will result in the loss of the privilege for the individual student.

### **Truancy**

Any absence without a call, email or note from a parent or guardian and/or skipping a class or study hall period will be considered a truancy. Leaving class or study hall without permission and/or a valid reason may also be considered truancy. Since truancy is a serious matter, the student will be assigned an office detention.

### **Tardiness**

It is felt that a student's punctuality to school and class is positively correlated to his/her academic success. Not only is tardiness a problem for the individual, but also disrupts the learning environment.

1. To School - The following are examples of unexcused tardies to school:
  - a. Oversleeping - student responsibility
  - b. Missing bus - student responsibility
  - c. Car trouble - driver and/or passengers (exceptions may be made when driving the car was a necessity)

Reasons for tardiness of students coming to school in the morning after roll has been taken but within the first 10 minutes of the day are evaluated by the Administration.

A student will be given two "emergency" tardies per semester which can be excused by a parent/guardian's phone call, email, or note. Any further tardies will count as unexcused.

2. To Class  
Generally speaking, tardiness to class is unexcused. There may be circumstances which permit a student to have an excused tardy. Individual cases are evaluated by the teacher involved and/or the Assistant Principal. The unexcused tardies then become part of the student's discipline file.

Students will be given the following consequences based on the number of tardies they have incurred during the current school week. A tardy report will be run through PowerSchool for every five consecutive days of school.

Consequences will be given on the following Monday, on the first student attendance day of the week, or as soon as the attendance report for the previous week is reconciled, allowing students to make the necessary accommodations for the following consequences:

1. The first tardy through the second tardy
  - a. Teacher will give student a warning when tardy to their class.
  - b. Notification of each tardy will be sent from PowerSchool.
2. A third tardy through a fifth tardy
  - a. Student will receive a two hour after school detention. Detentions can be served on Tuesdays and Thursdays.
  - b. Notification of each tardy will be sent from PowerSchool.
3. A sixth tardy through an eighth tardy
  - a. Student will receive a four-hour Saturday detention.
  - b. Notification of each tardy will be sent from PowerSchool.
4. A ninth tardy and subsequent tardies
  - a. Student will receive a full day in-school suspension for each tardy.
  - b. Notification of each tardy will be sent from PowerSchool.

Further disciplinary action will occur if the issue is not being rectified by the student. Parent contact will be made by the Administration after a student has received the fifth tardy to ensure the parent is aware of the next level of consequence the student should receive.

### **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.



**DUNLAP CUSD #323**  
**DUNLAP HIGH SCHOOL**  
**2020-21 STUDENT HANDBOOK**

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**EXPECTATIONS OF STUDENTS, PARENTS AND STAFF**

<b>Students are expected to:</b>	<b>Parents are expected to:</b>	<b>Teachers are expected to:</b>
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 discipline actions taken in the best interest of your child	Provide the best possible education through a positive classroom environment
Attain the best level of school achievement	Be responsible for your child's regular school attendance and teach your child respect for the law and the rights of others	Be available to talk with staff, students and parents
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, at any school sponsored activity home or away, or for any action with a clear impact on the school environment. 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 as appropriate
- Staff communication as appropriate

**Defining Gross Misconduct or Disobedience**

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

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

**Prohibited Student Conduct**

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes. Materials such as Juuls, vapes, and vape related material are prohibited.
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 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 or non-consenting 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 or their designee, all electronic devices must be kept powered-off and out of sight during all class periods, in designated locations, and for designated events, unless; (a) the supervising teacher grants permission; (b) use of the device is provided in a student's Individualized Education Program (IEP); it is used during the student's lunch period, 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, present school identification, 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. Please reference your teacher's syllabus for specific class policy. Academic integrity is of the utmost importance at Dunlap High School.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- 11. Teen dating violence, as described in [Board Policy 7:185](#), *Teen Dating Violence Prohibited*.
- 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public-school fraternity, sorority, or secret society, by (a) being a member; (b) promising to join; (c) pledging to become a member, or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member or student; or (b) endanger the health or safety of students, staff, or school property.
22. Book bags and purses are to be used to carry materials to and from school. They are not to be carried from class to class during the regular school day unless permission is granted by the Administration for special circumstances or it is noted in a student's Individualized Education Plan (IEP) or 504.
23. Students may have one earbud/earpiece in when they are in the building. One earbud/piece must be out so that communication can take place. Students should not have earbuds/earpieces in during class time unless given permission by a staff member.
24. Hats or head coverings may only be worn outside of DHS, unless for religious beliefs, permission is granted by the Administration for special circumstances or it is noted in a student's Individualized Education Plan (IEP) or 504. This policy is in place so that individuals at DHS can be identified by staff and by cameras in the building.

#### **DISCIPLINARY MEASURES**

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

1. Notifying parent(s)/guardian(s)
2. Disciplinary conference
3. Withholding of privileges
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen, or damaged property
6. In-school suspension
7. Classroom, after-school, lunch, Saturday or evening detention
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules
10. Suspension of bus riding privileges
11. Out-of-school suspension from school and all school activities
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alike," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies
15. Social probation: Students on social probation will not be able to attend extracurricular activities including: dances, athletic events, and public performances that are not a part of the regular classroom curriculum.
16. May receive a zero, incomplete, or a stipulated re-take on an assignment or assessment involving academic dishonesty.
17. Other disciplinary action as deemed appropriate by the Administration

#### **Evening, Lunch, Office or Saturday Detention**

Evening detention will be held each Tuesday and/or Thursday from 6-8 P.M. in the high school. Students may be assigned to one or two-hour detentions. Lunch detention will be held in the office during the student's assigned lunch hour. Saturday detention will be assigned to a designated date from 8:00 A.M. - 12:00 P.M. When a student is given a detention, he/she is expected to serve that detention on the first available day on which detention is held. If the student doesn't serve on the first available day, he/she will be given a second opportunity. If a student "owes" two detentions he/she must serve on both of the first two available dates. If the detention is missed for any reason other than an extreme emergency, he/she will be subject to additional discipline, up to and including a one day in-school suspension. A student who has been assigned a detention and does not attend an assigned detention will be barred from attending any school-sponsored activity (games, dances, etc.) until the detention is served.

#### **Detention Rules/Expectations**

- 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 during the detention or toward the Detention Supervisor may result in further discipline

#### **In School Suspension**

- No sleeping
- No talking to other students
- Students will read or complete assignments
- Students will complete a reflection assignment
- Students will use the restrooms closest to the designated in-school suspension location
- Students will meet with their school counselor
- Students are not allowed to use or be in possession of a cell phone
- Students' use of electronics must be approved by the Administration
- Students are to remain in designated in-school suspension location for the duration of the school day
- Students are permitted to go to lunch prior to the start of the first lunch period. Lunch will be eaten in the in-school suspension location.
- Students exhibiting inappropriate behavior during the detention or toward the in-school suspension supervisor may face further disciplinary action.

#### **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, include the time, date, and place of the meeting, and detail the specific act of gross disobedience or misconduct resulting in the recommendation for expulsion. If the Board acts to expel the student, the written expulsion decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school, as well as the rationale for the duration of the expulsion. Expelled students are not permitted on school grounds without prior permission from the Principal. Students who are expelled may be referred to appropriate and available support services.

### **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. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. During any school-sponsored education program or activity, while in school, on school property, on school buses or other school vehicles, at designated bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities, through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment or through the transmission of information from a computer that is accessed at a non-school related location, activity, function or program or from the use of technology or an electronic device that is not owned, leased or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operations of a school. Please refer to [Board Policies 7:180](#), *Prevention of and Response to Bullying, Intimidation, and Harassment*, and [7:20](#), *Harassment of Students Prohibited*, for more information.

### **Making a Report: Enforcement**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Building Principal, Assistant Building Principal, a counselor, or a staff member. A student may choose to report to any staff member of a student's choosing. Complaints will be kept confidential to the extent possible given the need to



investigate. Students who make good faith complaints will not be disciplined. All school staff members are available for help with a bully or to make a report about bullying. Bully reporting forms are available in the counseling office and counselors are available to work with you to complete a report. Another reporting option is the safety line, which you can call at any time. Callers have the option to share their contact information or to report anonymously. The DHS safety line number is 309-326-5629. 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](#), *Prevention of and Response to Bullying, Intimidation, and Harassment*, for more information.

#### **Inappropriate and/or Profane Language**

Inappropriate and/or profane language will not be tolerated. Students using inappropriate language toward a teacher or any staff member will be subject to discipline in accordance with Board policies, up to and including out-of-school suspension. Any student referred to the office for inappropriate language at any time will be subject to disciplinary action, up to and including office detention or suspension.

#### **Drug/Alcohol Policy**

Possessing, using, selling, distributing, buying, transmitting, or secreting any alcoholic beverage, cannabis, narcotic, illegal drug or controlled substance, or other substance prohibited by this policy or by [Board Policy 7:190](#), *Student Discipline*, will be deemed gross misconduct, and will be subject to discipline, up to and including a 10-day suspension from school and/or a recommendation for expulsion. Prohibited substances under this policy includes, but are not limited to, look alike drugs, hallucinogenic drugs, marijuana, barbiturates, amphetamines, controlled substances, intoxicants, inhalants, or paraphernalia relating to any of the above while on school premises.

Students who consume a substance prohibited by this section off school grounds may still be subject to discipline if the substance remains in their system while on school grounds or attending a school-sponsored activity. Any student, who comes to a staff member seeking assistance for substance abuse, will be extended every possible means of aid to end the dependency. The student must do this when disciplinary action is not pending.

#### **Weapons Policy**

A student, who carries, 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, provided that 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, 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 alike” 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.

#### **Nicotine/Tobacco/Smoking Policy**

There will be no use of tobacco or nicotine products (i.e. smoking, chewing, vaping, etc.) and/or smoking materials (including but not limited to vaporizers, Juuls, and e-cigarettes) by students on school property or at school-sponsored activities. A violation of this policy shall be deemed to be gross disobedience or misconduct. Any nicotine or tobacco product or apparatus for smoking found on school property will be seized.

#### **Activities Suspension**

Any student found guilty of gross misconduct and/or disobedience may be placed on activities suspension for 90 consecutive school days or as determined by the Administration. While on activities suspension, a student may not participate in or attend any extra-curricular activities. Specific events such as Baccalaureate and graduation may be allowed depending on the student’s conduct during the suspended period. Violation of activities suspension may result in further disciplinary action, where such offenses are committed:

1. On or near school property
2. While attending a school related or school sponsored activity
3. Upon school personnel while in discharge of official business
4. While on a school bus or other transportation authorized by school personnel
5. In any other circumstances as determined to have a bearing on school, school personnel, or any school activity.

When students violate school rules and regulations that are also in violation of State laws or city ordinances, a complaint may be signed by the Administration with the Peoria County Sheriff's Department. Some examples of these violations that may result in referral to law enforcement are:

1. Possessing or using fireworks or smoke bombs
2. Possessing, distributing, or selling drugs
3. Theft
4. Vandalism
5. Assault

Also, the school has the responsibility at all times to act in a manner which protects and guarantees the rights of students and parents. When an investigation by a law enforcement officer is requested at school, a parent or guardian will be contacted, and Administrative policies and procedures will be followed.

#### **Search and Seizure**

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

School property and equipment as well as personal effects left there by students are able to be searched. 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. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

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

#### **Dress at School and School Activities**

The following rules will prevail for all school functions and/or any school related activities.

At Dunlap High School our Dress Code Policy is expected to be followed by all students. Our Dress Code is committed to providing a safe and orderly learning environment.

Clothing may not disrupt the learning environment. A student's dress and general appearance should not be so extreme that it draws attention to the student, nor should dress and appearance detract or interfere with the teaching and learning in the classroom. Dress and appearance must not constitute a threat to the safety or health of self or others.

No clothing will be allowed that contains messages that are derogatory to a gender, race, color, religious creed, sexual orientation, national origin, ancestry, age, a physical or mental impairment or culture. Nor shall any clothing display any vulgar, lewd, indecent or offensive material. Clothing must not advocate unhealthy behavior or dangerous practice (includes no graphics/text containing sexual connotations, controlled substances or violence). Appropriate, safe footwear must be worn at all times. Hats or head coverings may only be worn outside unless for religious beliefs.

Book bags and purses are to be used to carry materials to and from school. They are not to be carried from class to class during the regular school day unless permission is granted by the Administration for special circumstances or it is noted in a student's Individualized Education Plan (IEP). Dress and appearance must be such that all students are covered from shoulder to mid-thigh. Shirts must have sleeves – no tank tops.

Inappropriate dress will be determined by the School Administration. Students in violation of the Dress Code will be unexcused from class or classes until appropriately attired. Repeated offenses will result in further disciplinary action.

#### **Excessive Show of Affection**

An excessive show of affection is disruptive to the educational climate of the school. Students will be referred to the School Administration.

#### **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.

### **GENERAL INFORMATION**

#### **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](#).

#### New Students to the District:

New students to the District must have current health, dental, and eye examination records as required by the Illinois Department of Public Health. \*\*All physical records must be on an Illinois form.

- 9th Grade: Current health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases as follows:
  - 2 MMR shots (Measles, Mumps, Rubella)
  - 2 Varicella shots (Chicken Pox) or proof of immunity
  - Proof of Hepatitis B completed series (required for all students grades 6-12)
  - Proof of one dose of Tdap (required for all students grades 6-12)
  - Must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months.
- 12th Grade:
  - Proof of Meningococcal Meningitis vaccine

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 signed statement explaining the objection on a completed certificate of religious exemption form or a student may be exempt from health examination or immunization requirements on medical grounds if a physician provides written verification.

#### **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, Health, Eye and Dental Examinations, Immunizations, and Exclusion 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. Students are required to complete online registration each year. Students will not be enrolled in classes until registration is complete. Updated leases are required each year.

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

Dunlap School District establishes fees and charges to fund certain school activities. Students will pay for loss or damage of school books or other school-owned materials. Fees for textbooks, other instructional materials and Driver Education are waived for students who meet the eligibility criteria for a fee waiver as described in [Board Policy 4:140, Waiver of Student Fees](#). Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Building Principal will give additional consideration where one or more of the following factors are present: illness in the family, unusual expenses such as fire, flood, 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.

#### **Closed Campus Policy**

Dunlap High School has a "closed" campus policy. Once students arrive at school, they are to remain on school property until school is out, or they are properly authorized to leave by checking out in main office. Policies on the utilization of various parts of the school property will be developed as the need dictates. No one is to be in the parking lot or enter a vehicle during school hours, unless permission is granted by office personnel.

#### **Hot Lunches**

Hot Lunches are served during all three lunch periods. Students who do not wish to purchase a hot lunch may bring a sack lunch from home. Milk and bottled water may be purchased at school. No food or drink is to be taken from the Commons at any time without permission. Such items may be confiscated. Since there are classes in session during all lunch periods students are to remain in the Commons, until the end of their lunch period. You must have a pass to be in any other area. During school hours, no one is to be in the parking lot or enter a vehicle without permission from office personnel.

### **Free and Reduced-Price Food Services**

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

### **Parking Policy**

Dunlap High School has the right to regulate parking lot usage and to search any vehicle and the contents thereof, subject to the requirements of law and school board policy. Students must purchase a parking permit from Dunlap High School, if they would like to park at school. Students parking without a pass may be towed. A *Vehicle Registration Form* must also be filled out and turned into the office. Students will be assigned a permit number, and this permit must be hung from the rear-view mirror at all times. Students may not share permits with other students. Parking access is limited due to the number of available spots compared to the demand for spots. Parking passes will be sold to seniors, juniors, and sophomores until the available spaces are sold out. Seniors and juniors will have the first opportunity to buy passes, through August 20<sup>th</sup>. From August 21<sup>st</sup> on, parking pass purchases will be opened up to all sophomore through senior students. If parking passes sell out, no further passes can be sold, and an announcement will be made that passes are no longer available for purchase for the current school year. All students purchasing parking permits are included in the Dunlap High School Drug and Alcohol Prevention program. Random selection of students in this program will be conducted monthly.

Students violating the parking policy will be given the following:

- Violation 1: Warning
- Violation 2: Parent Notification. After-school detention.
- Violation 3: After-School Detention. Revocation of parking privilege as assigned by the Administration. Time frame will be assigned by the Administration.
- Violation 4: Parking privileges revoked for the remainder of the school year. Saturday detention assigned.
- Violation 5: Disciplinary action for Violation 5 and beyond will be determined by Administration.

### **Student Insurance**

Insurance coverage for accidents at school is offered during the first two weeks of school at a minimum fee for those who want it. All students out for high school football must be covered by adequate insurance to cover football injuries. Two alternatives are available to satisfy this requirement:

1. Parents may sign a certificate form (provided by school) verifying student is covered under a family plan for injuries sustained while participating in football.
2. Student may purchase insurance coverage for football injuries through a plan offered by the School District.

All other students participating in high school interscholastic athletics shall purchase at least the minimum student insurance coverage or a statement shall be presented by the parents, in writing, that they do not desire to purchase the student plan presented by our District.

It is the student's responsibility to report any accident to the appropriate staff member or to the office immediately upon its occurrence. All claims must be reported to the Insurance Company by the High School Office within a 20-day period to be eligible for payment.

### **Library/Technology Center**

The Dunlap High School Library fosters the growth of global citizens by providing access to intellectual information in a variety of forms, encouraging the use of technology to become better collaborators, communicators, and critical thinkers in multiple-content areas and promoting independent discovery and self-motivated learning.



The students and staff of Dunlap High School have access to over 5000 print books, e-books through Axis 360, and three online non-fiction databases provided by Gale.

The library is a quiet study area. Students who cause disturbances may be asked to move to a different area or to leave the library entirely. Loss of library privileges will result if problems occur. Students need a place to concentrate without disruptions, and the library strives to meet this need. Students must receive a pass from their study hall supervisor or classroom teacher in order to conduct research in the library.

#### **Lockers**

Each student will be assigned a locker with a combination lock for storage of books and wearing apparel. Lockers remain the property of the school. Keep your belongings in the locker to which you are assigned and do not keep large sums of money or other valuables in your locker. Considering the location and closeness of the lockers and the possible distance between classrooms, it is urged that students plan to take books for two or three consecutive classes to avoid trips to lockers between every period. A fine of \$10.00 will be levied for any locker not properly cleaned out at the end of the school term. All writing, stickers, etc., must be removed. It is important to note that these lockers are furnished to the students for the student's use.

However, these lockers remain the property of the school, and should the occasion arise, inspection of these lockers may be made by the school personnel to insure that the lockers are being used for the purpose intended by the school. The locker system for boys' and girls' PE and athletics will vary. The teachers and coaches will explain procedures at the opening of school.

#### **Lost and Found**

Any articles that are found should be taken to the High School Office. If you have lost anything, check with the secretary in the High School Office.

#### **Passes**

A student wishing to be excused from Study Hall to confer with a faculty member must secure a written pass from the teacher he or she wishes to see. These passes must be secured before the start of the hour; a student may not leave the study hall to get a pass except in cases of emergency.

#### **Posters**

Posters on display on school premises must be approved and stamped by the Assistant Principal before being displayed in classroom or on approved bulletin/information boards. No signs or fliers may be posted on the windows in the building. It will be immediately removed if displayed in wrong location. It is the responsibility of the club, sport or organization to remove all material within 24 hours after the event has concluded. All materials posted in unapproved areas or without official signatures will be promptly removed.

#### **Fire Drills**

As required by law and for safety purposes, fire drills are held periodically. Fire drills are signaled by a prolonged ringing of the fire alarm horn. Exits are posted in each room. Teachers and students should be aware of the exits and alternates. The main exits should be used. Whenever the fire alarm sounds, students (under the supervision of teachers) should vacate the building using the Main Exits listed. Please read the list and become familiar with the areas where you will have classes. It could become extremely important later. Students should remain on the sidewalks and patio areas when possible. Students should move far away from the building keeping a watchful eye for traffic on the school roads and parking lots. The class bell will ring to indicate an "all clear" to return to the building.

Should anyone be in an area not designated below or be unsure where to go when the alarm is sounded, he/she should leave the building by the nearest exit. Watch for crowds of people and follow their exit.

**DUNLAP CUSD #323**  
**DUNLAP HIGH SCHOOL**  
**2020-21 STUDENT HANDBOOK**

<b>Room</b>	<b>Main Exit</b>	<b>Alternate Exit</b>
Art Classrooms	Exit S. Main Entrance to Parking Lot (1)	Exit N. Door Commons Out Rear Service Door (10)
Auditorium (North Floor)	Exit E. Door to S. Main Entrance (1)	Exit W. to N. Doors (4)
Auditorium (South Floor)	Exit Southwest Door (2)	Exit S. Main Entrance to Parking Lot (1)
Auditorium Balcony	Exit Down Stairwell Out S. Main Entrance to Parking Lot (1)	Exit N. Door to W. Exit to Sidewalks (4)
Back Stage	Exit N. Door to Sidewalk (3)	Exit S. Door to S. Sidewalk (2)
Band Room	Exit W. Vestibule Door To Parking Lot (4)	Exit N. Door to Commons out n. Service Door (10)
Chorus Room	Exit S. Main Entrance to Parking Lot (1)	Exit E. Door to Main Entrance (1)
Commons	Exit S. Main Entrance to Parking Lot (1)	Exit N. Door Commons Out Rear Service Door (10)
Conference Room	Exit S. to Main Entrance To Parking Lot (1)	Exit N. to E. Rear Library Door (18)
S3 & S4 Classrooms	Exit W. Door Up Ramp to S. Main Entrance (1)	Exit N. to E. Rear Library Door (18)
F1 & F2 Classrooms	Exit Main Entrance (1)	Exit E. to Southeast Front Door (19)
F3, F4, F5, F6, F7, F8, F9, F10	Exit Southeast Front Door (19)	Exit W. to South Main Entrance (1)
Auxiliary Gym	Exit North Doors	Exit E. Vestibule to Parking Lot (7)
Town Center	Exit West Stairs to S. Main Entrance (1)	Exit E. to Southeast Front Door (19)
Training Room	Exit S. Doors to W. Doors (7)	Exit North through G3 Classroom
Weight Room	Exit West Doors	Exit South to W. Doors (7)
Office	Main Front Door (1)	Southeast Front Door (19)
N7 Classroom	N7 Classroom Exit (15)	Northeast Rear Door (14b)
N8A, N8B, N9A, N9B	Northwest Rear Door (14a)	N7 Classroom Exit (15)
C1, C2, C3, C4	Library Door (17)	Main Front Door (1)
S5, S6, S7	Library Exit Door (18)	Main Front Door (1)
S8, S9, S10, S11, S12	Library Exit Door (18)	Library Door (17)
Library	Library Exit Door (17, 18)	N.E. Rear Door Lib. to Patio (13)
N1, N2, N3, N10, N11, N12	North Door to Patio (13)	N7 Classroom Exit (15)
Teacher's Workroom (by N13)	North Door to Patio (13)	Science Office Door (16)
Teacher's Workroom (by Library)	Exit Teacher's Workroom Door	Library Exit Door (17, 18)
N4, N5, N6	Exit N4 Door (16)	North Door to Patio (13)
A6 & A8	North Door to Patio (13)	Side Door to Shop Garage Doors (11)
W1, W2, W3, W4, W5, W6, W7, W8, W9, W10, W11, W12, W13, W14, W15, W16, W17, W18, W19	Exit North Doors by W19	Exit W. Vestibule to Parking Lot (7)
Kitchen	Exit W. Vestibule to Parking Lot (7)	Exit Receiving Office Door West
Commons	Main Front Door (1)	Exit North Vestibule to Parking Lot (7)
Pool	Main pool Doors (6)	Exit North to Gym Vestibule Doors (7)
N13, N14, N15, N16	Northeast Door (14b)	Exit Doors by W9
N17, N18, N19, N20	Northeast Door (14b)	Exit Doors by W9
G4 & G5 Classrooms	Exit South Door (4)	Exit Southeast to Main Front Door (1)
Main gymnasium	Gymnasium Doors (7)	Exit North to Commons Exit (10)

### **Severe Weather and Disaster Procedures**

This plan is to be used in the event of a tornado, severe storm, or other external wall element which endangers the building structure. This does not include fire. The school has a Civil Defense weather monitor to help get current weather information at all times. All necessary information and/or instructions will be given via the intercom or passed by word-of-mouth by responsible staff members.

The following procedure will be followed when there is a possibility of danger:

1. A weather watch condition that exists which may cause severe weather will not be generally announced. The Principal, teachers, and other school personnel will keep up with weather announcements.
2. When the weather watch is changed to a warning (severe weather sighted in the area), an alarm will be voiced via the intercom system by authorized school personnel.
3. All students and teachers are to move immediately to shelter areas when the warning is announced.
4. All persons are to assume a seated position on the floor. When danger seems imminent, the head should be kept down and the hands locked over the head.
5. Keep away from outside walls, doors, and windows. For safety, students at the end of the hallways should close doors.
6. Remain at least 40 feet from exit doors and external building openings.
7. Leave passageway through the center of each hallway.

### **Shelter Locations and Assignments**

Remember, the safest areas are in rooms, narrow hallways, and away from any glassed-in areas. Never take cover in large open areas such as the gym, Auditorium, Commons, or Pool. With recommendations from the Civil Defense, the following areas have been designated as shelter areas. When a warning is announced, all persons should proceed in orderly fashion to the specified locations. There may have to be "on-the-spot" revisions depending on the number of students to be accommodated at the time.

1. Administrative Area - Conference room and guidance offices
2. Room S11 – Go to Room S9 (S9 stays in classroom)
3. S5 go to S4; S10 go to S7; S3, S4, S6, S7 stays in classroom
4. S8, S12– outside rooms in hall
5. Library - Enclosed office, south & north hallways with fire door closed
6. N1, N2, N3 – Enclosed classroom and office
7. N10, N11, N12 - Office and hallway outside room N10
8. C1, C2, C3, C4 – enclosed rooms
9. N4, N5, N6, N7 – Hallway or Restrooms by Room N1
10. Teacher's Workrooms – restrooms
11. A6 and A8 Area - Into restrooms by A8
12. N9B go to N9A; N8B to go N8A
13. N20 go into storage area and classroom interior wall; N18 and N19 into restrooms; N14 go into N13; N15, N16, N17 into interior hallway
14. Kitchen - storerooms and conference room
15. Gym Area – Girls' locker room
16. Swimming Pool - shower rooms and storeroom
17. Music Area - Office and hallway outside Music Room
18. Commons - Students here should go into the hallways outside of the guidance door. Overflow should go in the restrooms.
19. Freshmen Academy – Rooms F2, F3 should go into the Freshmen ramp. F4 should go into F1. F5, F6 should go to girls' restroom. F7 and F8, F9 and F10 should go to north side of the lockers.
20. G4 and G5 – hallway near locker room.
21. Weight Room to Training Room, restrooms and hallway; G3 to G2
22. W9 into teacher's workroom; W3, W6, W7, W8, into restroom; W5, W4, W2, W1 into hallway by classroom
23. W17, W18, W19 to first floor (by teacher workroom); W10, W11, W12, W13, W14, W15, W16 to first floor (into hallway by Receiving Office and kitchen)

### **Additional Instructions**

A severe weather warning can be serious; therefore, teachers and students should use all caution to follow instructions. You should know where you are to go to seek shelter from any area of the building. In addition:

1. Teachers should be the last to leave the room. Keep your students under supervision; take class list; check roll after the danger is past. Students should explicitly follow directions from the teacher.
2. All windows and doors are to be closed.
3. No student is to leave the building without direct permission from the office.
4. Seek protection in the east and north sections of the building.
5. Should you be unable to get to shelter in the areas outlined, seek shelter as far away from glassed-in areas as possible. The best places are the north and east sides of inner walls.

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

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

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

### **Disability Accommodations**

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

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

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

### **Tape Recording of IEP Meetings**

Tape recording of Individual Education Program (IEP) meetings is not permitted per Board [Policy 6:121](#), *Tape Recording of IEP Meetings*. When a party requests that a meeting be recorded, staff is obligated to indicate that Dunlap Policy does not allow tape recording unless the party requesting has a specific documented medical condition or impairment that requires tape recording as an accommodation to fully participate in the meeting.

### **Restrictions on School Sponsored Publications and Media**

Definitions:

School official means a Building Principal or designee. School-sponsored media means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced. Student journalist means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media. Student media advisor means an individual employed, appointed, or designated by the District to supervise or provide instruction relating to school-sponsored media.

### **School-Sponsored Media**

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and the School Board policies. Student journalists may not use school-sponsored media that:

1. Is libelous, slanderous, or obscene.
2. Constitutes an unwarranted invasion of privacy.
3. Violates federal or State law, including the Constitutional rights of third parties.
4. Incites students to:
  - a. Commit an unlawful act.
  - b. Violate any of the District's policies, including but not limited to (1) its educational mission in [Policy 1:30](#), *School District Philosophy*, and (2) speech that is socially inappropriate or inappropriate due to the maturity of the students pursuant to [Policy 6:65](#), *Student Social and Emotional Development*, and [Policy 7:180](#), *Prevention of and Response to Bullying, Intimidation, and Harassment*.
  - c. Materially and substantially disrupt the orderly operation of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one (1) through four (4) above will not be tolerated, and school officials and student media advisors may edit or delete such media material. 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. No expression made by students in the exercise of Freedom of Speech or Freedom of the Press under this policy shall be deemed to be an expression of the District or an expression of Board policy.

### **Non-School-Sponsored Publications and Web Sites Accessed or Distributed On-Campus**

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

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

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

1. Will cause a material and 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, slanderous, or obscene, or invades the privacy of others, or infringes on a copyright.



3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbooks.
4. Is reasonably viewed as promoting illegal drug use.
5. Incites students to violate any Board policies.

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 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 7:315](#), *Restrictions on Publications; High Schools*.

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

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

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to meet special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure. The District may maintain membership in one or more cooperative associations of school districts which shall assist the School District in fulfilling its obligations to the District's disabled students. Specific questions regarding special education should be directed to the Building Principal or contact the Director of Student Services at (309) 691-3955.

#### **English Language Learners**

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. Please refer to [Board Policy 6:160](#), *English Language Learners*, for more information.

#### **Homeless Children**

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

### **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.

### **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.

### **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 Program](#), and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Methods of suicide prevention, including procedures aimed at early identification and referral of students that may be at risk of suicide.
  - a. For students in grades 7 through 12, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.
  - b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
  - a. [Board Policy 6:65, Student Social and Emotional Development](#), implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program).
  - b. Board [Policy 6:270, Guidance and Counseling Program](#), implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
  - c. Board [Policy 7:250, Student Support Services](#), implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability).
  - d. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board [Policy 7:250, Student Support Services](#).

5. Reporting procedures. Implementation of this requirement shall incorporate Board [Policy 6:270](#), *Guidance and Counseling Program*, and Board [Policy 7:250](#), *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-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.

### **Teaching about Religions**

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

### **Teacher Qualifications**

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

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

### **Teen Dating Violence**

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

### **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*.

### **Using Animals in the Educational Program**

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

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

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

### **Teaching of Evolution Policy**

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

### **Student Telephone Use**

Students may use the telephone in the office only for illness or in the case of an emergency.

### **Visitors/Volunteers Policy**

Adult visitors (individuals and/or groups) are welcome to visit school for worthwhile reasons. Be sure to contact the high school office well in advance of a desired visit so that proper arrangements can be made. Students from other schools are not permitted in the school building during the school day unless they have advance permission from the High School Principal/Assistant Principal, and they have a valid reason. Visiting friends is not a valid reason. No student will be allowed to visit without prior permission from the office. This permission must be secured at least 24 hours in advance.

During school attendance hours, all visitors must check in with the hall monitor located at the main entrance using a valid driver's license or state I.D. Visitors will be given a printed sticker with their name and picture to wear while in the building. Visitors should come to the main office for direction after checking in with the hall monitor. When leaving, visitors should check out through the main office, then with the hall monitor.

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.

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 fingerprinting process which is required and paid for by the District.
4. The school will contact you when you are fully approved to volunteer.

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

<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>• Anyone who is alone with students</li><li>• Field Trip Chaperone</li></ul>	<ul style="list-style-type: none"><li>• Community member who only comes in a couple of times a year</li></ul>

### **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.

## **PHYSICAL EDUCATION**

### **Physical Education Excuses**

All students are required to pass eight (8) semesters of Physical Education Class unless they have an exemption. Permanent medical excuses written by a physician should be filed in the office. Necessary schedule changes will be made by the Counselors. Medical exclusions authorized by physicians count toward meeting the eight semesters of Physical Education requirements, but credit for graduation is not given for any semester in which the student is not enrolled. If a student has an illness or injury which prevents the students from participating in Physical Education classes, a temporary medical excuse written by a physician or practitioner is required.

Students with long-term medical excuses which excuse them from PE for a week or more will be assigned to study hall. Those students whose excuse is for the duration of the semester will receive a semester grade of (M). A (M) fulfills the Physical Education requirement, but no credit is given. When a student will be out of PE for a few days or week or if he/she is given an (M) out of a particular unit, credit will be extended if he/she participates in two-thirds of the units of any one nine-week period and does the required written assignments. A grade can be given. This grade along with participation points justify a semester grade, and thus credit.

Grades in Physical Education will be determined in a variety of ways. Five (5) points will be given daily for effort shown, and participation. Effort during activity days can be measured by completion of assigned task(s), heart monitor, distance completed, or other methods as determined by the teacher. Also, written tests and skills tests may be included in the final average. Generally, each unit runs approximately three weeks. Since by its nature Physical Education requires physical activity, students are required to dress for class in a Physical Education uniform. This uniform consists of a DHS PE Shirt, matching gym shorts (neither of which should be altered), and tennis shoes (or an approved swimming suit when applicable). Students who fail to dress will be penalized by losing points for each time they are not prepared for class. Students are allowed to wear appropriate active wear under their P.E. uniforms. Jewelry of any kind may not be worn during PE class, due to injury prevention reasons.

### **Policy for Not Dressing for Physical Education**

Being dressed for Physical Education is defined as being in an issued PE uniform (as described above). On days of colder weather, students will be allowed to wear sweat pants and sweatshirts at the teacher's discretion. A student who does not have a uniform has the following options:

#### **Report to assigned teacher they do not have a uniform:**

- Borrow a uniform out of Equipment room - put in return box when finished
- Lose 2 points for forgetting uniform - do not receive a no-dress
- "Teacher's Discretion" If student abuses privilege the teacher may take away this opportunity

#### **If student opts not to dress in a borrowed uniform:**

- Receive a no-dress
- Will still get one point (two points on Fitness Days) but must walk (NO PHONES)
- Referral if student refuses to dress
- Cannot work on homework
- Weights students will walk on treadmill (No Phones)

A student who does not dress will be subject to the following guidelines during each nine-week grading period:

1. One "no dress" days RESULT in a loss of 4 daily points out of (5),; first warning. Student must walk during the period. Refusing to walk or being on phone will result in a discipline referral.
2. Two "no dress" days RESULT in a loss of 4 daily points out of (5), with parent contact by the teacher. Student must walk during the period. Refusing to walk or being on phone will result in a discipline referral.
3. Three "no dress" days RESULT in a loss of 4 daily points out of (5), counselor referral (loss of 1 letter grade.) Student must walk during the period. Refusing to walk or being on phone will result in a discipline referral.
4. Four "no dress" days RESULT in a WF to study hall for 9 weeks with mandatory course retake. If a student does not complete PE for a grading period because of the above "No Dress" Policy or is removed for disciplinary action, he/she must repeat the nine weeks.

Students will not be allowed to miss Physical Education classes for attendance at club meetings or to complete classroom work or remediation. If a student misses only the hour he/she has PE, he/she will be penalized with a "no dress" day unless the

student is excused medically. Students will not receive or lose any daily points on days they are absent from school. In regard to medical excuses, each student and medical excuse are different and therefore will be assessed on a case by case basis. Generally speaking, medically excused students will complete their make-up work after they have been medically cleared and have worked out an appropriate schedule with their teacher. An unexcused absence counts as a "no dress" day. Students who do not dress for PE may not participate in after school activities on that day. Also, students who are medically excused from PE will not be allowed to participate in sports or other physical activities.

Physical Education equipment will be distributed to the students for use in the class setting. Willful damage to this equipment will result in a charge to the student for replacement costs.

#### **Physical Education Exemptions**

Any student who is a member of a Dunlap High School athletic team or any band member who does not have a study hall may opt to take an exemption (E) from Physical Education while the sport is in progress. An exempt grade (E) for a semester will not count as credits toward graduation but will apply toward the eight (8) semester PE requirement.

Within three days after the final contest of their sport's season, these students MUST report back to PE class even though he/she may be going into another sport in a short time. It is the student's responsibility to report back to PE class once his/her sport has ended. Students who fail to report back as outlined will forfeit their exempt status and be given an "F" for the grading period.

All students at Dunlap High School must be enrolled in PE for every year enrolled in high school. Exceptions include any student who qualifies for a medical waiver, an athletic waiver, any student enrolled in Marching Band. Health education and Driver's Education Classroom is a requirement for all students, which will take the place of PE during their enrollment in those courses.

#### **ATHLETIC WAIVERS**

1. Students participating in athletic teams sponsored by Dunlap High School may request waivers from PE according to the guidelines defined under PROVISIONS.
2. Requests must be made on the form entitled "DHS PE Waiver Request Form" available in the Counseling Office.
3. Waiver requests should be completed and turned in during registration. New team members may turn in a waiver after notification from the coach that they made the team.
4. Each request for exemption will need to be verified and eligibility determined.
5. Completed forms will be kept on file in the Counseling Office.
6. Waivers will be approved for one semester at a time.
7. Whenever a student on waiver is cut or quits an athletic team, or is dismissed by the coach for violation of Dunlap High School athletic policy or team rules, that student shall lose his/her physical education waiver and shall immediately be placed into a physical education class.
8. If a student meets the PE waiver requirements and is granted a waiver, but then chooses not to participate in the sport, the student must immediately report his/her decision NOT TO PARTICIPATE in the sport to the Counseling Office. If the student remains out of a PE class, the student WILL be lacking a .25 PE Credit for graduation.

#### **PROVISIONS**

The following provisions relating to student-athletes apply only to interscholastic sports and are approved by the Board of Education of Dunlap High School, CUSD 323.

##### **PROVISION #1 - STUDENT ATHLETE**

- A. A student athlete may request a waiver from physical education during the semester that their sport competes. This exemption can be utilized as a study hall or a semester course.
- B. A one-semester student athlete may request to be exempt from physical education for a year-long course, if the substituted course is year-long, regardless of the semester during which they compete, only if the student registers for 7 classes with no study hall (0-6th hour or 1st-7th hour).
- C. The physical education graduation requirement of a student athlete who has been granted a waiver from physical education in order to take a full schedule of academic classes shall be reduced one semester or one-quarter credit per semester for each approved waiver if the student meets at least one (1) of the following criteria: (The total credits required for graduation remains 21.) i. The student athlete completes a full season as a team member in at least one sport during the semester for



**DUNLAP CUSD #323  
DUNLAP HIGH SCHOOL  
2020-21 STUDENT HANDBOOK**

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which the waiver is granted. ii. The student athlete completes part of a season as a team member in at least one sport during the semester for which the waiver is granted, but he/she is unable to participate in the full season due to injury.

**PROVISION #2 - COLLEGE ADMISSION REQUIREMENTS**

A student may waive PE in order to be able to take a course or courses which are specifically required for admission to their college of choice.

**PROVISION #3 - LOCAL GRADUATION REQUIREMENTS**

A student who lacks sufficient course credit of one or more courses required by state statute or local school board policies for graduation may request a waiver from physical education in order to register for a full schedule, defined as 7 classes with no study hall (0-6th hour or 1st-7th hour), if this will allow them to fulfill Dunlap CUSD 3232 graduation requirements.

Students who have failed required courses, transferred into the district with deficient credits, or who lack credits due to other causes will be eligible to apply for the above exemption.

**PROVISION #4 – MARCHING BAND**

A student in marching band may request a waiver from physical education during the fall semester. This exemption can be utilized as a study hall or a semester course. A marching band student may request to be exempt from physical education for the entire school year, only if they register for a full academic schedule, defined as 7 classes with no study hall (0-6th hour or 1st-7th hour).

**PROVISION #5-ENROLLMENT IN PARTIAL DAY PROGRAMS** If a student is enrolled in ICC's Strong Start Program, Co-op, Work-based Learning program and he or she lacks sufficient course credit of one or more courses required by state statute or local school board policies for graduation, a physical education waiver may be issued.

**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.

**SCHOOL ACTIVITIES:**

**Extra-Curricular Activities**

A number of organizations in your high school offer you an opportunity to take an active part in extra-curricular activities. Please remember that your first obligation is to your academic work. During homeroom on Club Fridays, students will have a chance to meet with their clubs and to explore new club opportunities. The following is a list of some clubs, sports, and IHSA activities that are available at DHS:

American Red Cross	Dance Team	Foreign Language Club	Multi-Cultural Club	Student Council
Baking Club	Eagle Year Book	Girls Lacrosse	National Honor Society	Students For Life
Baseball	E-Sports	Golf	Pride Club	Swimming
Basketball	F.B.L.A.	Interact	Robotics	Table Tennis
Best Buddies	F.C.A.	Junior State of America	Saint Jude Club	Table Top Club
Board Game Club	F.C.C.L.A.	Key Club	Save Our Species	Tennis
Car Club	F.F.A.	Kindness Club	Scholastic Bowl	Track and Field
Cheerleading	Fine Arts Club	Lacrosse	School Plays/Musicals	UNICEF
Chess	Fire/EMT Club	Law Club	Show Choir	Volleyball
Class Officers	Fishing Club	LEAF Club	Snowball	Wrestling
Contest Play	Fitness Club	Madrigals	Soccer	Writing Club
CORE	Flight Club	Math Club	Softball	
Cross Country	Football	Media Club	Speech Team	

### **Extra-Curricular Eligibility**

Participation and attendance at school-sponsored activities is encouraged. Basic attendance and academic standards students must meet in order to participate in or attend these activities. These standards are the minimum requirements of the Illinois High School Association for all IHSA sanctioned activities. In order for a student to compete in any high school athletic contest, his/her name must appear on an eligibility list. This list is compiled by the Athletic Director and Principal, and only students who are eligible under all IHSA rules and regulations are listed. In an effort to be fair to all students and to increase pride and responsibility in all that participate in school events, we have set the following as minimum standards for all students who wish to participate in any public activity.

**Attendance:** It is preferred that the student be in attendance for the full day. If the reason for absence is because of illness, the student must be in attendance for at least four consecutive clock hours during the school day. If not present, the student may not participate in any event or practice that day. If a student is absent all day because of illness, he/she may not attend any school activity that evening. Exceptions to this rule are emergencies or planned absence through the office. Permission will be granted for special reasons such as funerals, doctor or dental appointment, college visitations, etc.

**Academic:** Grades will be checked at the end of each week during the fall, winter and spring sports seasons. This grade check will determine the eligibility for the following week (Monday-Sunday). A student must be passing five classes to be eligible. All subjects including Band, Chorus, Driver Education and Physical Education will count towards a student's IHSA eligibility. If a student does not pass five subjects per semester, he/she will be ineligible the following semester.

### **Dunlap High School Activities Code**

In order for a student to realize his/her full potential, he/she must commit to a lifestyle which promotes physical and mental fitness. Therefore, the following Activity Code has been established to guide students who represent Dunlap High School in athletic/IHSA activities.

Once a student begins high school they are subject to the Activities Code for the remainder of his/her years at Dunlap High School. This code is enforced through all 12 months of the year. An activity participant shall be disciplined if he/she commits any of the following violations regardless of the time of year or whether they are on or off school grounds:

1. Use of, possession of, or distribution of alcohol, marijuana, or any illicit drug, or abuse of prescription drugs.
2. Use of or possession of any tobacco, nicotine, Juul, or vaping product.
3. Theft or vandalism of any school or personal property.
4. Acts of inappropriate conduct in which the student is involved such as attending or participating in a fight. Cheating, physical or verbal abuse of students, school personnel, contest officials, contestants, coaches or spectators.
5. Any activity that may detract from the image and standards of Dunlap High School may result in a penalty. Example: involvement in criminal or immoral activity as determined by police or certified school personnel.
6. Being in the presence of the illegal use of drugs or alcohol. In the presence of the illegal use of drugs or alcohol is defined as, being present where illegal drugs or alcohol are being consumed.

An Activity Code violation to the above six areas will be substantiated by reports from District staff, reports from Law Enforcement Officials, or as a result of self-admission. If a violation appears to have occurred from the information received, the student will be questioned by the Principal or Assistant Principal. A meeting may also be scheduled with the parents or guardians, and Principal and/or Assistant Principal. In either instance, the information received will be revealed, and the student will be asked to make a statement as to the accuracy of this information. If an Activities Code violation has been committed in the opinion of the Administration, an Activities Code violation meeting will then be scheduled.

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

### **Extracurricular Drug and Alcohol Prevention Program**

The Dunlap High School Drug and Alcohol Prevention Program is maintained in order to foster the health, safety, and welfare of all its students. In addition, Dunlap High School may offer educational programs to students and families which may include student and parent assemblies and clubs such as Snowflake, Snowball, and Project Purple, whose mission is to address substance abuse and promote healthy lifestyles. Dunlap High School counselors also serve as a resource to students and families through the suggestion of agencies that address substance abuse.

### **Testing Procedures**

1. Monthly, throughout the school year, the District Athletic Director will randomly test twenty to twenty-five extracurricular participants, including club membership and parking permit holders for drug and alcohol testing. The random selection will be conducted by the testing agent.
2. All students will be offered a component of the program referred to as "Safe Harbor." A student is eligible for Safe Harbor when he/she refers himself/herself for voluntary evaluation and treatment for alcohol or drug problems. Students are eligible for the Safe Harbor component once throughout their high school career. A student is not eligible for Safe Harbor after he/she has been informed of an impending drug/alcohol test or after having received a positive finding on a Dunlap drug/alcohol test or are in the school discipline process for drug/alcohol violations. A student may remain in Safe Harbor for 6 weeks. The student must be administered a drug/alcohol test at the end of the Safe Harbor component at the parent/guardian expense. The student will be placed back in the random pool for drug and alcohol testing upon completion of Safe Harbor. Students request for entry into Safe Harbor and placement into Safe Harbor will be kept confidential.
3. A parent/guardian and their student who is involved in extra-curricular activities including club membership and parking permit holders must sign a consent form that allows drug and alcohol testing.
4. No student will be given advance notice or early warning of the testing.
5. If a student refuses to take a test when randomly selected, the student shall be considered to have received a "positive" result and the consequences of such will be invoked.
6. Drug and alcohol testing will be performed by testing of hair sample. Upon being selected for a hair sample test, the student shall provide a sample of hair according to the quality control standards and policy of the laboratory conducting the hair analysis.
7. The Athletic Director/designee will accompany the student until he or she produces an adequate hair sample. The laboratory conducting testing has alternative procedures in place for any hair sample it deems inadequate.
8. A student will be ineligible for all extracurricular activities for 1 calendar year if he or she tampers or cheats during the collection. This will be reported to the parent(s)/guardian(s).
9. Immediately after the hair sample is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site.
10. Each hair sample is given to the laboratory for testing for alcohol, marijuana, amphetamines, cocaine, opiates and phencyclidine, synthetic opiates, PCP, and steroids.

### **Test Results/Consequences**

1. The District Athletic Director or designee will be notified of a student testing "positive." The Athletic Director or designee will notify the student and his or her parent(s)/guardian(s). In addition, a Medical Review Officer will contact the parent(s)/guardian(s) to discuss the findings and inquire about possible prescription(s) that may have led to a student testing positive.
2. The student or his or her parent(s)/guardian(s) may submit any documented prescription or explanation of a "positive" test result. In addition, the student or parent/guardian may request that the same hair sample be tested again by our testing agent at the parent/guardian's expense. Students will be suspended from all activities pending the re-test of the hair sample.
3. If the test is verified "positive," the District Athletic Director or designee will meet with the student and his or her parent(s)/guardian(s). The student and parent(s)/guardian(s) will be given the names of counseling and assistance agencies.
  - a. If a student refuses to take a test when randomly selected, the student shall be considered to have received a "positive" result and the consequences of such will be invoked.
  - b. If a first "positive" result is obtained during the student's attendance at Dunlap High School, the student will have parking privileges revoked for the remainder of the quarter they tested positive in addition to the following quarter, and they will be suspended from the activity, game, competition, event or club activity for one-third (1/3) of the season.
  - c. If a second "positive" result is obtained within one calendar year of the first, the student will have parking privileges revoked for the remainder of the school year, and the student will be suspended from all activities, games, competitions, events or club activities for one calendar year from the date of the second infraction.

- d. If a third positive result is obtained within one calendar year from the date of the second infraction, the participant shall not be allowed to participate in extracurricular activities including club membership for the remainder of his or her high school career and will have parking privileges revoked for one calendar year.
- e. Students who test positive must be administered a drug/alcohol test at the parent/guardian expense prior to re-instatement of extra-curricular activities.

If a positive result occurs in season with less than one-third (1/3) of the regular season events, competitions, events or club activities remaining, the student will be suspended from all remaining regular and post season events. This suspension will then be carried over to the next activity in which he/she participates until the penalty has been satisfied. If the student is involved in more than one activity at the time of a positive result, the applicable suspension will apply to each activity.

#### **Financial Responsibility**

1. Under this policy, the School District will pay for all initial random drug tests.
2. A request for another test of a "positive" hair sample is the financial responsibility of the student's parent(s)/guardian(s).
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student's parent(s)/guardian(s).

#### **Confidentiality**

Information on a verified "positive" test result will be shared on a need-to-know basis with the student's coach or sponsor. Under this drug testing program, no staff, coach, or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than in response to a legal subpoena. Positive results will not be disclosed to law enforcement authorities.

The results of "negative" tests will be kept confidential. Result sheets will be locked and secured in a location to which only the Building Principal or designee has access.

#### **Other Rules**

Apart from this drug-testing program, the Illinois High School Association, as well as each activity's coaching staff or sponsor, may have their own rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements.

#### **Student Athlete Concussions and Head Injury Notification**

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

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

Each student and the student's parent/guardian shall be required to sign a *Concussion Information Receipt Form* each school year before participating in an interscholastic athletic activity.

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

A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed

by the concussion oversight team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.

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

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

These specifically require that:

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

The following is required:

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

#### **Activities Code Violation Meeting**

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

A mandatory presentation must be viewed by parent/athlete prior to beginning the first sports season. Students will not be allowed to practice or try out for a team unless the presentation has been viewed by the parent/student. Any violation of the stated policy will result in one of the following:

1. If a student violates the Activity Code during a season in which he/she is participating; he/she will be suspended from the activity for one-third (1/3) of the season. NOTE: A season is defined as the first official practice day through the award night for that season.
2. If a student is found to be in the presence of illegal use of drugs or alcohol, the student will be suspended for 1/4 of the activities/games scheduled.
3. If a violation occurs in season and at least one-third (1/3) of the regular scheduled events remain, the student will be suspended for one-third (1/3) of the activities/games scheduled.

4. If a violation occurs in season with less than one-third (1/3) of the regular season events remaining, the student will be suspended from all remaining regular and post season events. This suspension will then be carried over to the next activity in which he/she participates until the penalty has been satisfied. If a violation occurs out of the season, the student will be suspended from competition for one-third (1/3) of the regular season events of the next activity in which he/she participates.
5. If a student violates the Activity Code while out of season and it is a first offense, suspension from the next activity for one-third (1/3) of the regular season contests (actual games played) will occur. The student will begin practice and continue to practice through the suspension. He/she will not be allowed to dress or participate in contests but would be required to be on sidelines dressed in appropriate street clothes.
6. If a student has a second violation of the Activities Code within one calendar year of the first, the student will be suspended from all activities for one calendar year from the date of the second infraction.

**\*\*Maroon and Gold games and/or scrimmages do not count toward the consequences of a violation of our Athletic Code.**

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

#### **Right of Appeal**

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

#### **Rules for the Game**

1. As a representative of Dunlap High School, you should dress appropriately for all athletic activities.
2. Hustle and exert best effort at all times.
3. No bickering with opposing players, spectators, officials or coaches.
4. No profanity.
5. No arguing with officials.
6. When leaving the field or floor as a result of substitution, hustle to the bench.
7. When not in the game, all players on the bench must give their attention and loyalty to those players in the game.
8. Do not be a braggart in victory. Accept defeat humbly and without excuse.
9. When we play away from home, you must go and return with the team unless other arrangements are made with your coach ahead of time.

#### **Transportation to and from Practices/Games**

Any parents/guardians who wish to transport their child home from a game must "sign their child out" in person with the coach after the game. No notes will be accepted.

#### **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 or supervise a student's self-administration of medication following the District's procedures on dispensing medication. Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Please reference [Policy 7: 270](#) for more information on administering medicines to students.

No School District employee shall administer to any student, or supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

A student may possess an epinephrine auto-injector (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.

## **SCHOOL ELECTIONS**

### **Holding office**

Students who are elected and assume office in any school organization are expected not just to meet minimum standards in leadership areas, but to exemplify standards of conduct both in and out of school. Students elected to office, but who fail to fulfill the duties of the office or conduct themselves appropriately may receive a warning, removal from office for a time, or perhaps permanent removal by appropriate school personnel.

### **Student Council/Class Officer Elections**

During the spring, the Student Council will hold elections for the next year's Student Council representative. Once the Council Members are elected, they will then nominate and elect officers for the Council.

### **Qualifications to Run for Office**

In order to run for office, a candidate must meet the minimum standards set by the Student Council on the evaluation outlined below. Candidates must have a 2.0 grade average or above, be passing in all subjects, and receive an overall rating of 80 points on a teacher evaluation. These academic requirements not only apply when the student takes office, but also at midterm and at the end of each grading period. If these standards are not met at these times, the student will be removed from office until they are in good standing at the next midterm or end of grading period. Students will pick four teachers they have had in the past to evaluate them using the following questions:

1. Shows positive leadership
2. Shows ability to work well with other students
3. Shows ability to work well with teachers
4. Has a good personality
5. Has complied with school regulations
6. Is active in school activities
7. Is able to take criticism

### **Homecoming Elections**

The Elections Committee begins the election procedure three weeks prior to the homecoming. Students within the freshmen, sophomore, junior class will nominate 4 girls and 4 boys and then elect one girl and one boy attendant. The senior class will select four girls and four boys for Queen and King candidates. Should anyone be ineligible because of grades, the next highest vote receiver will take their place. Just prior to Homecoming, the committee will hold an election for the entire student body to vote for the King and Queen from the senior winners. After everyone has voted, the committee will count the ballots and keep the outcome a secret until it is announced.

### **Prom Elections**

The Elections Committee begins the election procedure three weeks prior to Prom. Three junior couples will be elected by the junior class and four senior couples will be elected by the senior class. Each class will hold their election on separate days. Should anyone be ineligible because of grades, the next highest vote receiver will take their place. Just prior to Prom, the committee will hold an election to determine the senior boy and girl who will be crowned King and Queen. The outcome is kept secret until the night of the dance.

## **DANCE/EVENT POLICIES**

1. Students bringing dates from other high schools must pick up a *Dance Request Form* and return it to the High School Office before purchasing a ticket to the dance. The visiting student's High School Administration and the Dunlap High School Administration must sign this form before being allowed to purchase a dance ticket. Dances are closed to everyone except Dunlap High School students and their dates who have signed up prior to the dance. The person who signs up the date must be the one accompanying that date to the dance. Grade school and junior high students are not allowed to attend, as well as any person 21 years of age or older.
2. Once a student is admitted to the dance, he/she may not leave the building. Should he/she leave without permission from school personnel or the police, he/she will not be permitted to re-enter.

3. Suspicion by sponsors of the use and/or possession of alcoholic beverages and/or drugs will constitute reason enough to ask a student or his/her guest to leave, and he/she may lose his/her activity privileges for the year. Police assistance may be used in such cases. Should his/her use and/or possession of alcoholic beverages and/or drugs be proven, he/she will be subject to school disciplinary action and/or police prosecution.
4. Should students blatantly abuse any of the established dance rules such as lying to one or more faculty members, or playing one faculty member against another, he/she may lose his/her dance privileges for the year.
5. No one will be admitted to a dance 45 minutes after the start.
6. The office and dance sponsors will maintain a list, which will include names of people who may not sign up for a dance at any time. Dances are considered a privilege. They cause much time, effort, and expense to be spent by the school; however, since they are desired by the students, the school is willing to put forth the effort to have them. We do not, however, see why this privilege must be extended to anyone who causes problems and disruptions to the school and/or community at other times. This list will be kept not only for reasons of irritation or harassment, but to protect the privilege of the responsible students of Dunlap High School who wish to keep dances as wholesome entertainment.
7. Students who are absent from school on the day of any activity for any reason (illness, suspension, expulsion, etc.) are not permitted to attend unless they have received prior permission from the Administration.

#### **Student Records Policy**

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

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

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

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

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

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

Please reference [Board Policy 7: 340](#) for more information on student records.

## **TRANSPORTATION**

### **Bus Service**

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.

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

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### **Academic Credit for Missed Classes during School Bus Suspension**

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

### **Electronic Recordings on School Buses**

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

### **Driving Vehicles**

Students may drive personal vehicles to school so long as the vehicles are operated in a legal manner according to the State laws and the policies of the school. When a student drives to school, he/she must park in the designated area. Once the vehicle is driven onto school property, it must be parked immediately. All occupants must exit the vehicle immediately and proceed to the school building. There will be no driving in and out of the parking lot. Once the car is parked, it is not to be entered until the student leaves school or permission is granted by the office. The school has the right to regulate parking lot usage and to search any vehicle and the contents thereof, subject to the requirements of the law and to School [Board Policy 7:140, Search and Seizure](#). Because of the large number of cars and students, it is imperative that all driving in the vicinity of the school be done in a cautious and safe manner. Violations of the above rules can result in a student being assigned to a bus, a suspension from school, or a suspension of driving privileges. No one is to go to the student parking lot or enter a vehicle without permission from office personnel.

## **FOREIGN EXCHANGE STUDENTS**

Dunlap High School welcomes the experience that an Illinois High School Association approved Foreign Exchange Program can bring to our school community. In order to ensure the most successful experience possible for all program participants, the following shall be adhered to:

- Student, host family and program accommodations will be made in order to provide all with a successful and meaningful experience without placing a financial burden on any party associated with the program.

- Curriculum needs of the individual student will be determined in advance of placement in order to foster the full extent of the cultural exchange experience.
- Foreign exchange students wishing to qualify for a Dunlap High School diploma must meet standards as prescribed by Dunlap High School officials. There is limited openings for admittance (currently 5). Please contact DHS for details.

#### **EXPLANATIONS - DUE PROCESS**

##### **Directions for Student Grievance Procedure**

The grievance procedure for District #323 students is outlined in this handbook and available for all regular and special education students in the District. It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

1. **Grievance** - A grievance is a difference of opinion raised by a student or a group of students involving: (1) the meaning interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.
2. **Grievant** - Any student or group of students submitting a grievance on their own behalf.
3. **Days** - Days when school is in session.

##### **Due Process**

1. **Right to Representation** - A grievant(s) may choose to be represented by an attorney or other person of his/her choosing, such as a relative or advocate. Issues of ordinary school operation should, however, be resolved as informally as possible.
2. **Right to Present Witnesses and Evidence** - Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.
3. **Time Limits** - All participants shall adhere to the time limits prescribed by each level. Failure by the Administration at any step to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to appeal the decision the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.
4. **Right to Information** - Unless state laws and right-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.
5. **Privacy** - During the grievance procedure, except at Step IV, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.
6. **Reprisals/Retaliation** - Participants in a grievance submitted in this District shall not be subjected to reprisals, retaliation or different treatment because of such participation. Participation shall not be recorded in the student(s) file(s) or used to affect equal opportunity for access and equity in educational programs and services.

##### **Students' Rights Procedure**

**Explanation** - A grievance is a difference in opinion raised by a student or group of students involving: (1) the meaning, interpretation, or application of established policies; (2) difference of treatment; (3) application of the legal requirements of civil rights legislation; or (4) application of the legal requirements of the Americans with Disabilities Act of 1990. This procedure is not intended to limit the option of the District and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR), OSHA, or the courts. Due process shall exist throughout the procedure with the right to: (1) representative; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

**Step I** - The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonable alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

**Step II** - If the problem is not resolved, the grievance should be referred informally to the Building Principal. A meeting must be held within five (5) days from notification of referral and oral response made within five (5) days.

**Step III** - If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Title IX or A.D.A. coordinator. The grievance should be decided as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and District representative within ten (10) days and a written response made within five (5) days.

**Step IV** - If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Office of the Superintendent within ten (10) days from the receipt of the written response shall be both parties for possible future reference. **Step V** - If the issue is not satisfactorily resolved on Step IV, the grievant(s) may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

#### **Directions**

Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step III, the grievance must be submitted in writing, dated and signed with the name of the attendance center and the grade level of the grievant(s). The issue should be described as specifically and completely as possible. Include the name of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operation through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timelines. Copies of the written answers to the grievant(s) shall be submitted to the Superintendent, Building Principal, Title IX, and A.D.A. Coordinator. This response shall contain a summary of the evidence determined, the conclusion(s) reached (with reason) and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail will be used.

#### **Convicted Child Sex Offender Notification – ALL Persons Prohibited on School Property without Prior Permission**

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

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

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

Information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)  
Illinois Murderer and Violent Offender Against Youth Registry,  
[www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)  
Frequently Asked Questions Concerning Sex Offenders,  
[www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

#### **Child Background Check and/or Screen**

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

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

#### **INSTRUCTION REGARDING RECOGNIZING AND AVOIDING SEXUAL ABUSE**

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

#### **PEST MANAGEMENT POLICY**

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

### **DISTRICT 323 INTERNET & ELECTRONIC NETWORK USE PROCEDURE**

All use of District 323's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. It is essential for all students to have access to electronic devices and networks as part of the District curriculum. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

A. Risk

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

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

B. Terms and Conditions

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

**Acceptable Use** - Access to the District's technology and electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use. The user is expected to abide by the generally accepted rules of network etiquette, whether accessing the network from a District-owned or personal device. These include, but are not limited to the following:

- a. Be polite. Do not become abusive in your messages to others.



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

Unacceptable Use – The user is responsible for his or her own actions and activities involving the networks. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; (Unintentional accessing such shall be immediately made known to the System Administrator and Superintendent.)
- m. Using the network while access privileges are suspended or revoked;
- n. Removing hardware/software, networks, information, or communication devices from the District or other network; and
- o. Installing client VPN's or configuring proxy servers on district devices or using such tools to circumvent content filtering or other network restrictions.

C. Internet Safety

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

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

D. Privacy

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

E. Use of E-mail

The District's email system, and its constituent software, hardware and data files, are owned and controlled by the school District. The School District provides email to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.

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

F. 1:1 Device Assignment

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

G. 1:1 Device Student Responsibilities

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

1. Students must bring their device to school every day and make sure it is fully charged.
2. 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.
3. Students must promptly report any problems with their device to the IT department.
4. Students may not remove or interfere with the serial number and other identification tags.
5. Students may not attempt to remove or change the physical structure of the device, including the keys, screen or protective case.
6. 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%

**DUNLAP CUSD #323**  
**DUNLAP HIGH SCHOOL**  
**2020-21 STUDENT HANDBOOK**

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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 use of the Internet. Further, the District denies responsibility for any information that may be lost, damaged, altered, or unavailable when using the Internet.

N. Indemnification

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this **Authorization**.

O. Security

Network security is a high priority. If you can identify a security problem on the Network, you must notify your teacher, Building Principal or the Director of Technology. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual.

Attempts to log-on to the electronic network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.

P. Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious

attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Q. Consequences of Policy Violation

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