

**2025-2026**

**STUDENT HANDBOOK**



**DALLAS CITY ELEMENTARY SCHOOL**

**921 Creamery Hill Road**

**Dallas City, IL 62330**

**Phone Number: 217-852-3201**

**Fax Number: 217-852-3203**

**District Website: [www.dcbulldogs.com](http://www.dcbulldogs.com)**

## **Welcome to Dallas City Elementary School**

On behalf of the faculty and staff of Dallas City Elementary School, welcome! As members of the Dallas City Elementary student body you will be expected to follow all guidelines and policies that are established for the welfare and well-being of all.

Take good care of your school and feel free to make suggestions for improving it. You will be expected to act like responsible students and conduct yourself in a manner that assists you to develop appropriate and useful skills for the future. Throughout your life you should be looking toward the future, but hopefully you will also have memories of the enjoyment and good experiences you have had as a student at Dallas City Elementary.

This handbook is presented as a source of information that should be of assistance to you during the upcoming school year. It is meant to be helpful to students, parents/guardians and staff members as we cooperate in planning for a successful and satisfying school experience. The ultimate goal of education is to help each student work toward becoming a self-sufficient and productive member of our society who accepts responsibility for his or her own actions and who respects the individual rights of others. We hope you will participate in many of our school's varied activities and thus find those things that will help you prepare for your future as an effective member of our school and society.

When violations of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents/guardians and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific violation of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturity, any mitigating circumstance and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include, but are not limited to, the actions described in this handbook.

Remember, as in most other circumstances the success you have in school will be directly proportional to the level of your individual effort.

We look forward to helping you achieve your educational goals!

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## Part 1: Introductory Information and Notices

### Mission and Vision Statements

Dallas City Elementary School Mission:

***Preparing today's students to be tomorrow's community leaders  
by providing a rigorous academic program.***

Dallas City Elementary School Vision:

- We are unique, valuable individuals working together on a team, bringing diverse approaches and opinions to the classroom and sharing mutual respect for each other
- We provide a learning environment rich in parental/community involvement
- We have a curriculum that meets or exceeds the Illinois Learning Standards as well as addressing individual learning modalities
- We are a positive, professional learning force with respect from and for our community
- Dallas City Elementary School is a safe, respectful, motivating community of learners modeled by all staff and students, supporting and challenging each member of the community

### General School Information

This student handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website ([www.dcbulldogs.com](http://www.dcbulldogs.com)) or at the superintendent's office. The Dallas City Elementary School is fully accredited by the State Board of Education of the State of Illinois. The general control of the elementary school is vested by law in the Board of Education consisting of seven members elected by the people of the school district. The administration of the school is vested by the Board of Education in the District Superintendent and Principal.

Current **School Board** members are:

Bob Castillo, President  
Cathie Smith, Vice-President  
Erica Ferguson, Secretary  
Phillip Butler, Member  
Scott Faul, Member  
Sarah Schaefer, Member  
Lee Wibbell, Member

The **Administrative Staff** members are:

Mrs. Alissa Tucker, Superintendent/Principal  
Ms. Kaitlyn Woolson, Dean of Students

## **Faculty & Staff Directory**

### **School Office Staff**

Superintendent / Principal	Mrs. Alissa Tucker
Dean of Students	Ms. Kaitlyn Woolson
Elementary Secretary	Ms. Desi Steele
District Secretary / Transportation Director	Mrs. Angie Wisehart
District Bookkeeper	Mrs. Rebecca Thompson

### **Certified Staff**

<b><u>Teacher Name</u></b>	<b><u>Grade Level/Subject</u></b>
Ms. Haylee Slusher	Pre-Kindergarten
Ms. Morgan Jones	Kindergarten
Mrs. Crystal Adams	First Grade
Mrs. Danielle Rambo	Second Grade
Mrs. Amy Ryner	Third Grade
Mrs. Tori Buckert	Fourth Grade
Mrs. Cassie Bundy	Fifth Grade
Mrs. Alicia Harrell	Reading Recovery/RTI
Mrs. Kathleen Ireland	RTI Reading and Math
Mr. Nathan Nelson	JH Math/RTI
Mrs. Jalen Smith	JH Reading/Language Arts
Mrs. Jessica Carroll	Physical Education and Health
Mrs. Laura Finch	JH Social Studies & Science
Mrs. Kristy Ordon	JH Special Education
Mrs. Ashley Balmer	Elementary Special Education
Mrs. Rebecca Moran	Art/RTI Interventionist
Mrs. Gracie Webster	Instrumental/Vocal Music
Mr. Shane Milligan	Counselor
TBA	School Social Worker
Ms. Kaitlyn Woolson	School Psychologist
Mrs. Mary Ann Siegworth	Speech & Language Pathologist

### **Support Staff**

<b><u>Name</u></b>	<b><u>Position</u></b>
Mrs. Tena Krow	Head Cook
Mrs. Julie Coleman	Cook
Ms. Elise Fersch	Cook's Helper
Mrs. Kristin Norman	Pre-K Paraprofessional
Mrs. Alexis Worley	Paraprofessional
Mrs. Debra Mehaffy	Paraprofessional
Mrs. Julie Nudd	Paraprofessional
Mrs. Julie Little	Paraprofessional
Mrs. Jean Carden	Paraprofessional
Mr. Zachary Ireland	Maintenance/Custodian
Ms. Amber Scheeler	Custodian
Mr. Eric Heath	Bus Driver/Maintenance
Mr. Nate McCarter	Bus Driver
Mr. Noel Carden	Bus Driver
Mrs. Janet Thompson	Bus Driver

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

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **Complaints and Grievances**

It is the goal of the district to resolve parent/guardian complaints and grievances at the lowest level. Parents/guardians are encouraged to address problems by following the Chain of Command. These steps should be followed when encountering a school concern.

- Step one- Begin by talking with the teacher or adult in charge of the area
- Step two- If you are not satisfied, make an appointment and discuss concern with the Dean of Students
- Step three- If there are further questions, make an appointment and discuss concern with the Principal/Superintendent
- Step four- Communicate concern with the school board

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

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the superintendent's office.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Alissa Tucker, Superintendent.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

### **Residency Requirements**

Only students who are residents of the district may attend the Dallas Elementary School without tuition charge, except as otherwise provided for in State law. A student's residence is the same as that of the person who has legal custody of the student.

Provisions of attendance provided by State Law are:

A person asserting legal custody over a student who is not the child's natural or adoptive parent shall complete a signed statement, stating: a) that he /she has assumed and exercises legal responsibility for the child, b) the reason the child lives with him/her, other than to receive an education in the district, and c) that he/she exercises full control over the child regarding daily educational and medical decision in case of emergency.



The child's natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating: a) the role and responsibility of the person with whom their child is living, and b/ educational and medical decisions in case of emergency.

A student whose family moves out of the district during the school year will be permitted to attend school at Dallas City Elementary for the remainder of the year without payment of tuition. Parents will provide transportation.

### **Homeless**

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

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Any homeless child shall be immediately admitted even if the child or child's parent/guardian is unable to produce records normally required to establish residency.

### **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **Students with Food Allergies and/or Chronic Illness**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (217) 852-3201.

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

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

### **Diabetes Management Assistance**

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

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

For further information, please contact the building principal.

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

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

### **School Breakfast and Lunch Program**

A breakfast and lunch program is available to students of the district. A nutritious meal is provided each day with a variety of foods being served. The monthly menu is available on our webpage and in our school foyer.

Milk	\$0.40
Student Breakfast	\$1.75
Student Lunch	\$2.50
Adult Breakfast	\$3.00
Adult Lunch	\$5.00
Adult Extra Entrée	\$2.25

Our district has reapplied for the Community Eligibility Program. If we qualify, all students will receive free breakfast and lunch.

Students eating cold lunch from home may purchase a carton of milk. Students are not allowed to have soda pop with their lunch.

### **Treats and Snacks**

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

### **Visitors**

The safety of our staff and students remains the district's primary concern. During the regular school day, Dallas City Elementary will not allow unannounced visitation. Parents and

caregivers are encouraged to make appointments to visit with teachers. Visitation during the school day to the classroom or during the lunch period is no longer allowed. Children may visit with parents in the office or parents may sign their child out for a portion of (ex. lunch period) or the remainder of the school day.

All visitors, including parents and siblings, are required to enter through the front door of the building. Visitors should identify themselves and inform office personnel of their reason for being at school. The principal may allow exceptions to the requirement that visitors report and register in the school office in connection with a school performance, assembly, or similar event that is open to members of the public and that occurs during the school day.

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

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.

16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

### **School Volunteers**

Some teachers utilize volunteers in the classroom. The individual teachers make this decision, notify parents and schedule agreeable times to volunteer. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office.

### **Video and Audio Monitoring System**

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

### **Animals on School Property**

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

### **Invitations and Gifts**

Students who would like to pass out invitations to classmates may do so at school ONLY if all students in the class are invited. Gifts between students may not be distributed at school.

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to disciplinary actions.

All students who wish to attend a field trip must receive written permission from a parent or guardian. Students may be prohibited from attending field trips for any of the following reasons.

- Failure to receive appropriate permission from parent/guardian or teacher.
- Failure to complete appropriate coursework.
- Behavioral or safety concerns.
- Denial of permission from administration.
- Other reasons determined by the school.

### **Fundraising**

Students may raise funds for school-sponsored events with permission of the administration and the student's parents/guardians. Students who do not return collected funds will be denied participation in future fundraisers until the funds are returned. Fundraising by students for events that are not school-sponsored must also be approved by the administration.

### **Search and Seizure**

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

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

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

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

#### **Student Search**

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

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

#### **Seizure of Property**

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

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

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

### **Personal Belongings**

The school is not responsible for lost, stolen or broken personal belongings. Please mark all items brought from home including back pack, jacket, lunch box etc. Students should not bring items to school of sentimental or monetary value. Trading and/or buying of personal items between students is not permitted. Toys are not allowed at school unless there is a specific request from a teacher for educational purpose. Personal items may be confiscated and parent(s) called to pick up the item if a student misuses or disrupts the educational environment.

### **Cell Phones and Other Electronic Devices**

Cell phones and other personal electronic devices including, Smart Watches, are not allowed. Junior High students may keep a cell phone, silenced, in their assigned locker during the school day. Students may not carry their phone during school hours. Students shall not use their personal device to send messages during the school day. If a student is ill or needs to get a message to a parent or guardian, they should notify the school office. Students may not access the open internet on any personal device. If a student is suspected of having inappropriate pictures or video on their cell phone on school property, legal authorities will be contacted. The principal may grant permission for students to carry a cell phone for special events or activities (i.e. field trip).

Consequences for Misuse of Personal Electronic Device:

- 1st     Device held in office until end of the school day and parent notification
- 2nd     Device held in office until parent picks up the device
- 3rd     Device no longer allowed at school

### **Telephone Use by Students**

The office telephone is for EMERGENCY USE ONLY! Student permission must be given by a faculty member for students to use the telephone. Students will not be called to the phone unless an emergency occurs.

Students will not be allowed to use or carry cell phones during the school day. We ask that parents not call or text their students during the day. If a parent needs to talk with or get a message to his/her child, please call the elementary office.

### **Cameras**

Cameras, picture phones and any other photo imaging devices are not to be in restrooms or locker rooms. Any student found to be in possession of a photo imaging device in restricted areas may be assigned an Alternative Educational Placement.

### **Sexting**

The term "sexting" involves transmission of inappropriate photos or information over cell phones or computers. Anyone, regardless of age, sending naked pictures or video of a minor, can be charged with child pornography. Sending or receiving and keeping naked photos or videos electronically by computer or cell phone or possessing naked images of a minor, on a computer or cell phone is a violation of the law. Any suspected violation of this policy will result in electronic equipment in question being confiscated and notification of law enforcement. If a student disables a phone to interfere with the investigation of an accusation involving cell phone use and refuses to restore it to working order, they will be charged with insubordination. The

student will be suspended from school and school activities. “Sexting” or possession, distribution and/or attempt to obtain pornography of any type on school property is prohibited.

### **Electronic Games/Music**

Students are not allowed to play with electronic games or watch videos for entertainment during school hours. For example, Minecraft, Gameboys, iPods or MP3 players and radios will not be allowed. Electronic devices will be used with the express purpose to enhance the educational opportunities of students.

### **Hall & Gym Lockers**

- A hall and gym locker, each with a lock, will be assigned to each junior high student.
- Each student must use his/her assigned locker.
- Locker combinations must be kept confidential.
- Students are responsible for the locks issued to them. Students not returning locks at the end of the year will be billed \$10.00 to replace the lock.
- Locks not provided by the school may not be used unless provided as an accommodation in a student’s Section 504 plan or IEP.
- No food or beverages are allowed in lockers.
  - Lockers are school property and may be searched by the building principal or a designee.

### **Lost and Found**

A lost and found table is set up in the library. We encourage students and parents to check for lost items periodically. Each year we have many unclaimed items due to the fact we cannot identify who owns the item. It is strongly recommended that students put their names in clothing such as coats, jackets, back packs, lunch boxes, physical education clothes, etc.

## **Part 2: General Procedures**

### **School Day**

The instructional school day is from 8:00 a.m. to 3:00 p.m.

### **Arrival**

Students may be dropped off at the front doors. Doors are unlocked promptly at 7:30 a.m. Students shall report directly to the assigned classroom. Students arriving after 8:00 a.m. will be marked tardy and must be accompanied by a guardian or designee to sign the child(ren) in at the front office before being admitted into class.

### **Dismissal**

Students riding the bus will be dismissed early enough to allow buses to leave promptly at 3:00 p.m. Students being picked up will be dismissed AFTER buses have departed. Parents picking up students shall form a line behind the buses. Parents are asked to remain in their car, travel in a northerly pattern to the front doors and school staff will send student(s) out to you. If someone other than the parent is picking up a child, notification must be provided to the school office. Cell phone use is not allowed in school zones. Vehicles may not pass buses parked in front of the school if the stop arm is out.

### **Early Pick Up Procedures**

Should your student(s) need picked up before the scheduled dismissal, please phone ahead to allow us to prepare your student(s) for leaving early. When you arrive please enter the main office and sign out your child(ren).

### **Change of Plans**

Should your child have a change in the regular pick up routine, the school office must be notified prior to 2:00 p.m. or your child will follow his/her normal routine.

### **Bus Procedures**

Students who ride the bus shall only ride their assigned bus. Students should arrive at the bus stop at least five minutes prior to the scheduled pickup time. Parents/guardians shall ensure that children are at the scheduled bus stop in time. Parents/guardians should also be at the bus stop upon the child's return at the end of the school day. Younger students will not be dropped off unless a parent/guardian is in sight of the driver. See Transportation section for more details.

### **Reporting an Absence**

Parents/Guardians must notify the office of a child's absence by 9:00 a.m. Failure to notify the office within 24 hours may result in the absence being unexcused. Parents/Guardians will be contacted by phone each day concerning their child's absence if the office has not been notified. See Attendance section for more details.

### **School Closing, Cancellation, and Delayed Start Days**

Closing: During the course of the day weather conditions may change or an emergency situation may force school to be dismissed early. As soon as a decision is made to close school, announcements will be broadcast on the local radio and TV stations and automated messaging system.



**Cancellation:** In the event school is cancelled before school begins, cancellation announcements will be made at approximately 6 a.m. When possible, cancellations will be announced by 10 p.m. the evening before. Parents will be notified by phone and/or email via the automated messaging system. Please ensure the school office has current contact information on file to reach you in case of emergency. Also, please be sure your family has a plan should an emergency school closing arise.

**Delayed Start:** Due to weather or road conditions, school may begin two (2) hours late. On a delayed start day, buses will run and school will begin 2 hours later than usual. Students will be served a grab-and-go breakfast upon arrival. Students will be dismissed at the regular time on a delayed start day.

### **Recess Procedures**

Students will be taken outdoors for recess when the weather permits (20 degrees F or warmer with wind chill). Students should be prepared for recess with appropriate shoes and outerwear. Any child who must remain indoors because of illness may be excused from recess for 3 days by a written note from home. If there continues to be a need for the child to stay inside after 3 days, a doctor's excuse will be required. If a child cannot participate in physical education due to an injury or illness he/she will not be allowed to participate in recess or physical activities.

### **Parent/Teacher Conferences**

We value parent input and encourage families to attend conferences. Parent/Teacher conferences will be scheduled at the end of first quarter and the end of third quarter. Dates can be found on our school calendar. Our schedule includes daytime and evening slots in attempt to fit family schedules. Please do not hesitate to contact your child's teacher **any time** you have a concern.

### **Open House/Back to School Night**

An open house/back to school night is typically held at the beginning of the year.

### **Transferring to Another School**

When a student transfers to another school or ceases to attend DCES he/she must:

- Pay all fees and school debts,
- Return all library books,
- Turn in all textbooks to classroom/homeroom teacher,
- Student records will not be transferred until all of the above requirements are met.

## Part 3: Attendance

### **Compulsory School Attendance in Illinois**

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

### **Attendance Policy**

Parents/Guardians hold the key to good attendance. The student who is permitted to miss school for anything other than a legitimate reason is often the one who soon loses interest in school and becomes a potential dropout. Parents and students should be aware that there is no way the actual classroom experience can be recreated.

Regular punctual patterns of attendance are expected of each student enrolled at Dallas City Elementary School. Absences and tardiness are to be kept at a minimum. Regular school attendance is vital to a student's success in school. After an absence, the student must assume responsibility for seeking out and completing his/her assignments.

**There are two types of absences: excused and unexcused.** The school may require documentation explaining the reason for the student's absence to determine an absence being counted as excused or unexcused.

#### **Excused absences include:**

- **illness (including up to 5 days per school year for mental or behavioral health of the student),**
- **attendance at a verified medical or therapeutic appointment (including a victim services provider),**
- **observance of a religious holiday or event,**
- **death in the immediate family,**
- **family emergency,**
- **situations beyond the control of the student (ex. no power, road closure)**
- **circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety,**
- **attending a military honors funeral to sound TAPS or attend a civic event (for students in grades 6-8 only),**
- **fulfillment of a parenting responsibility for students who are parents, or expectant parents.**
- **addressing circumstances resulting from domestic or sexual violence of the student.**
- **parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.**
- **or other reason as approved by the building principal.**

**---All other absences are considered unexcused---**

*\*Students will be permitted 3 personal illness days per semester. After 3 days of illness, a doctor's excuse will be required to be considered excused. Doctor's notes must be submitted within 24 hours of the absence(s) to be excused.*

In the event of any absence, the student's parent or guardian is required to call the school at 217-852-3201 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

**Release Time for Religious Instruction and Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

**Release Time for Active Duty Parents**

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

**Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances.

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:

- a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
  - b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

For information on home or hospital instruction, contact Mrs. Tucker.

### **Medical Appointments**

Any student who has a personal medical appointment needs to bring medical verification upon his/her return to school or request the doctor's office fax verification to 217-852-3203 for the absence to be considered excused.

### **Pre-Arranged Absences**

Arranging for an absence allows students to collect assignments and remain caught up with school work. Please know Illinois school laws dictates absences that can be considered "excused". Absences for family trips, vacations etc. will be marked unexcused in our database. Please see the list of examples of excused absences on page 18 of this handbook.

If a student plans to be absent from school for any reason other than illness he/she needs to:

- At least 48 hours before absence, obtain and complete a pre-arranged absence form from the office. The principal must sign the form before it is submitted to the teachers for assignments.
- Students are responsible for securing assignments from teachers for work to be covered during their absence and to turn in work on date set by teacher.
- Arrangements for any extended absence (three or more days) must be approved by the principal a week in advance and all teachers must be notified.
- Students who do not complete a prearranged absence form at least 48 hours prior to the absence will be considered unexcused and will not be allowed to make up work missed.

### **Make Up Work**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. **Students who are unexcused from school will not be allowed to make up missed work.**

Following an excused absence, a student will have the number of days absent plus one to turn in the missed work. Exceptions can be made in extenuating circumstances. Please contact the teacher or the principal if an exception is necessary.

- It is the student's responsibility to gather missed work, complete and turn in.
- If a K-5 student is absent, a parent may request homework for that day by calling the school and leaving a message on the teacher's voice mail.

- If a 6-8 grade student is absent, work will be provided to the student the next day. If a child is absent 2 or more days in a row, a parent may request homework by calling the school office before 10:00 a.m. with the request. Homework may be picked up at the office after 3:00 p.m. after the 2<sup>nd</sup> day of absence.
- When homework is gathered for a student, parents are asked to plan with the office to pick up homework or send with another student.

### **Project Stay In: Truancy Intervention Program**

The goal of Project Stay In, a Truancy Intervention Program, is to support K-12 schools in identifying, intervening, and remedying factors contributing to Chronic Truancy.

Project Stay In focuses on helping students and families restore regular attendance, develop consistent school routines, and remove barriers in an effort to improve and achieve academic success.

### **What is Chronic Truancy?**

In Illinois, chronic truancy generally refers to a student who is absent from school without a valid excuse for 5% or more of the previous 180 regular attendance days. Specifically, according to Illinois law (105 ILCS 5/26-2a), a "chronic truant" is defined as a child subject to compulsory school attendance who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

### **Referrals**

Students experiencing attendance challenges may be referred to the ROE26's Project Stay In program by their school district. If attendance does not improve despite initial school interventions and subsequent efforts by our staff, the Regional Office of Education may initiate truancy proceedings, potentially involving the court system.

### **Truancy**

Students who miss more than 1% and less than 5% of the prior 180 regular school days with valid cause (a recognized excuse are truant). Students who miss 5% or more of the prior 180 regular school days without a valid cause are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. These support services might include: parent conferences, student counseling, and referrals to community resources.

### **If chronic truancy persists after support services and other resources are made available, further action will be taken, including:**

- Referral to the Regional Office of Education #26 Truancy Intervention Program
- Referral to the State's Attorney

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

Dallas Elementary School District #327 Per Section 26-18 School Code, is required to collect, review, and report chronic absence data in order to identify students needing support. These support systems include services for students at risk of chronic absenteeism.

The Stay In Attendance and Family Support Specialists can be reached at (309) 575-3226, 130 S. Lafayette Street, Suite 200, Macomb, IL 61455.

### **Tardiness and Truancy**

One of the most important times of the school day is the morning. This is the time when important school news is announced, teachers define the plans for the day, and instructional goals are reviewed and set. The whole tone of a child's school day is set in the first part of the day. Please help support your children in learn the habit of arriving on time which will help them be successful at school and throughout life. School attendance is counted in minutes of time. Therefore, your child may become "truant" by arriving late repeatedly.

### **Tardy Procedures and Consequences Grades 6-8**

During passing periods teachers will be monitoring students in the hallways. If a student is not in their classroom when the bell rings, they will be admitted into the classroom after obtaining an admit pass from the office. This includes not only between core classes but also at the beginning of the day, lunch period, physical education etc.

1-2	Tardies	Conference with teacher and lunch detention
3-5	Tardies	Conference with teacher, lunch detention, parent contact
6	Tardies	After School Detention
Beyond 6	Tardies	Consequences determined case-by-case and action plan developed with student and parent involvement

### **Attendance Guidelines**

- Students should not come on the campus for any reason on a day that they are reported ill or serving out of school suspension unless they have made arrangements with the principal.
- Students must be in attendance by 10:30 a.m. to participate in any extracurricular activities or field trips that day unless prearranged with the principal.
- Weekend activities are governed by Friday's attendance. Exceptions will be made for extenuating circumstances which need to be cleared through the principal.
- Students who are ineligible may not leave school early to attend games, contests or events.
- Students serving Alternative Education Placements (AEP) or Out of School Suspension (OSS) may not attend any school function. The student is expected to leave the building after the school day and is not allowed on school grounds after school.

## **Part 4: Academics**

Dallas City Elementary School teaches students curriculum in alignment with State statutes and regulations. The Illinois Learning Standards are standards set forth for all public schools in Illinois. Students are taught core subjects including English Language Arts, Reading, Math, Science Social Studies, Health, Physical Education, Art and Music. Other topics students will be instructed on include:

- drug and substance abuse prevention
- prevention-oriented child sexual abuse program which teaches age-appropriate, techniques to recognize child sexual abuse and tell a trusted adult
- In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention will be taught
- violence prevention and conflict resolution
- age-appropriate Internet safety
- character education including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage
- prevention of and response to bullying, intimidation, and harassment
- citizenship values, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process
- career/vocational education
- conservation of natural resources including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it
- United States government and history including, but not limited to, the Holocaust and crimes of genocide, the history, struggles, and contributions of women and Black History

### **Curriculum Concerns**

The curriculum may contain certain topics or activities that parents/guardians may find objectionable. The parent/guardian must submit a written objection to the Principal. If reasons are found to be valid, the student shall not be required to study that portion of the course and an alternative assignment may be given.

### **Restricted Lunch for Grades 6-8**

Junior High students who do not hand in complete assignments may serve a restricted lunch. Restricted lunch means the student is assigned to a separate table in the cafeteria to eat and complete assignments or read a book. Students will not be allowed to visit with friends or move about the cafeteria. A student who serves three restricted lunches in one week will be assigned an after school detention. If a student serves two detentions for restricted lunch in one quarter a parent conference will be held with the teacher(s) and principal.

### **Family Life & Sex Education Classes**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-8, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-8, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any

student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. 1 Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **Physical Education/Health**

All students are required to meet objectives set by the Illinois Learning Standards. These standards shape the skills that must be taught in physical education (P.E.) and health.

#### **P.E. Shoes (Grades K–8)**

- Indoor P.E.: Students must wear lace-up tennis shoes that are kept at school. These shoes should be labeled with the student's name and are the *only* shoes allowed on the gym floor.
- Outdoor P.E.: Lace-up tennis shoes are also required. If students don't wear them to school, they must bring a pair.
- Note: Slip-ons like Hey Dude or similar styles are *not* allowed for any P.E. activity.

#### **Clothing Guidelines**

- Grades K–5: Students wearing skirts or dresses should wear shorts underneath to participate fully.
- Grades 6–8 (Junior High): Students must wear the required P.E. uniform, which includes a shirt and shorts purchased from the school. Uniforms should be taken home and washed weekly.
  - If a student doesn't wear the uniform or proper shoes, it is called a "No Dress" and results in a zero for the day.
  - Students who receive a "No Dress" may be assigned an alternate activity or assignment.

##### **"No Dress" Consequences (Per Quarter)**

*1st Time* - No penalty

*2nd Time* - Alternate activity or assignment

*3rd Time* - Student must call home

*4th Time* - Breakfast or lunch detention

*5th Time* - Breakfast or lunch detention

*6th Time Etc.* - After-school detention

#### **P.E. Lockers (Junior High)**

- Each student will receive a school-issued lock for their P.E. locker, which must remain locked at all times.
- A replacement fee of \$10 will be charged for lost locks.
- Students are responsible for keeping their belongings safe and practicing good hygiene, including wearing deodorant.

### **Excusal/Exemption from PE Requirement**

A student can be excused from P.E. for the following reasons:

- Medical Reasons: A signed note from a licensed healthcare provider is required, explaining why the student can't participate.
- Religious Reasons: A signed statement from a member of the clergy is required.
- Short-Term Parent Notes: Parents/guardians may excuse a student for up to *three consecutive days* with a written note.



Students are excused from physical education may not participate in recess, extracurricular sports activities or physical activities during the excused time. They may be assigned alternate work.

### **General Information**

- Students with an Individualized Education Program (IEP) may have adjusted P.E. requirements as outlined in their IEP.
- If a doctor determines a student cannot take part in P.E. due to physical or emotional health, alternate activities will be provided.
- State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

### **Title I**

Title I is a federal program which helps provide funding to schools with more than 40% of students coming from low-income families. The purpose of the Title I program at Dallas City Elementary is to focus instruction in reading and math for all students. All students at Dallas City Elementary receive Title I supports.

### **RTI**

Response to Intervention (RTI) is an approach to academic and behavioral intervention used to provide early, systematic, and appropriately intensive assistance to children who are at risk for or already underperforming as compared to appropriate grade- or age-level standards. RTI seeks to prevent academic and behavioral failure through universal screening, early intervention, frequent progress monitoring, and increasingly intensive research-based instruction or interventions for children who continue to have difficulty. RTI is a multileveled approach for aiding students that is adjusted and modified as needed.

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

Special Education services are provided to students who are found to be eligible. A multidisciplinary team will determine the educational program based on the individual needs of the child. Individual plans are designed to meet individual needs. Students receive service within their homeroom (inclusion) and/or within the special education classroom. Dallas Elementary School District 327 is a member of the West Central Illinois Special Education Cooperative (WCISEC).

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

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

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

Referral to the district for preliminary evaluation may be made by school personnel, parent(s)/guardians(s), persons having primary care and custody, community service agencies,

other professionals having knowledge of the student's need, the student, or the Illinois Board of Education, when there is reason to believe that a child may require special education services.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provision of this Illinois Law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:  
Mrs. Alissa Tucker, Superintendent/Principal  
217-852-3201

### **PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians**

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>.

You may also contact the following District employee for assistance:

Kaitlyn Woolson  
School Psychologist  
[ksmith@dallascity.k12.il.us](mailto:ksmith@dallascity.k12.il.us)  
217-852-3201

### **Related Service Logs**

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

## **Discipline of Students with Disabilities**

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### **Discipline of Special Education Students**

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

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

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

## **Exemption From Physical Education Requirement**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

### **Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the building principal.

### **Counseling Services/Social Work/School Psychologist**

A counseling staff, including counselor, school social worker and school psychologist, is available in our building. Students who are experiencing particular academic difficulties are encouraged to visit a member of the counseling staff as a channel of communication regarding study skills, contacts with teachers or other concerns. Students may have a scheduled time to meet with the social worker or psychologist unless it is an emergency.

The school social worker may provide individual, small group and whole group sessions on topics that affect students. Some of the topics covered are making appropriate/safe choices, bullying, suicide, divorce/death in the family and relationships.

Students are encouraged to visit with the counseling staff regarding personal concerns before the concerns negatively affect the student's everyday living. The counseling staff can provide support, understanding and emotional outlet for students needing assistance.

Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

Additionally, the school social worker and psychologist administer assessments to determine eligibility for special education services.

### **Use of Artificial Intelligence**

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects,

papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

## Part 5: Testing, Grading and Promotion

### **Testing/Assessment Program**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

- Students in grades K-8 will participate in MAP (Measures of Academic Progress) for demonstrating individual student growth in reading and math.
- Students in grades 3-8 will participate in IAR (Illinois Assessment of Readiness). This is the standardized test administered throughout the State of Illinois to determine student proficiency in meeting learning standards in English Language Arts, Reading and Math.
- Students in grades 5 and 8 will participate in the ISA (Illinois Science Assessment). This is a standardized test used throughout the State of Illinois to assess student understanding of science concepts and skills.
- K-8 students will be assessed using AimsWeb+ as a benchmarking tool to determine which students might need extra educational supports.
- K-8 students will be assessed using the STAR test to determine a student's reading level range for Accelerated Reader books.

Parents/Guardians are encouraged to cooperate with school personnel and assist their students in achieving best performance by doing the following:

- Encourage students to work hard and study throughout the year
- Ensure students get a good night's sleep the night before exams
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein
- Remind and emphasize the importance of good performance on standardized testing
- Ensure students are on time and prepared for tests with appropriate materials
- Encourage students to relax on testing day

### **Grading Scale**

The following grading scale is used to convert letter grades:

A+ = 98-100	B+ = 88-89	C+ = 78-79	D+ = 68-69
A = 93-97	B = 83-87	C = 73-77	D = 63-67
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62
			F = 0-59

### **Grade Point Scale**

A+ = 4.0	B+ = 3.0	C+ = 2.0	D+ = 1.0
A = 4.0	B = 2.7	C = 1.7	D = 0.7
A- = 3.7	B- = 2.3	C- = 1.3	D- = 0.3

Letter grades range from 4.00 for an "A" to zero (0) for an "F". To be eligible for honor roll students must have completed all courses taken during the quarter.

High Honors 3.80-4.00	Honors 3.50-3.79	Honorable Mention 3.00-3.49
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**Progress Reports-Report Cards**

Progress is the very foundation of education. It is the school's obligation to give private periodic reports of a student's progress. These reports are a vital form of communication between the school and the parents/guardians. In addition to the periodic reports, parents/guardians will be notified when a student's performance requires special attention and concern.

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

**PowerSchool Access**

Student's individual classroom grades and assignment information is posted for parents/guardians and students to view. Parents/guardians are encouraged to register for their confidential password through the office. Effort will be made by all teachers to update grade books quickly and accurately.

**Dropping Classes (Junior High)**

Students are permitted to withdraw from Band or Chorus only during the first week of a semester. It is in the best interest of the group and individual to make a semester commitment to participation. Notice to withdraw must occur during the first week of the semester and must be written by the student's parent/guardian. Withdrawal at any other time will result in a failing grade for the remainder of the semester.

**Promotion and Retention**

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing and parent input. A student will not be promoted based upon age or any other social reason not related to academic performance. Every effort will be made to assist in a student's remediation.

Students in Junior High failing any core subject at the end of the year may be required to repeat that grade. Junior High students may be required to pass on-line courses through the district's distance learning center. Other means to recoup points may be determined in extenuating circumstances. The cost of the course may be charged to the family.

**Summer School**

If summer school is offered, students who need extra academic support will be recommended to attend. If the child does not attend summer school the child could be retained in his/her current grade placement.

## **Part 6: Student Activities**

Dallas City Elementary School believes that participation in school activities is an important part of the student's education. Student activities develop leadership, cooperation, initiative, competitive spirit, social poise and confidence that will be reflected in students' academic performance. The goal of any extra-curricular program is to provide a well-rounded education for all students. Athletics and extracurricular activities are thought of as "co-curricular" because of their close link to the district's educational process. **More information regarding co-curricular policies and rules can be found in the Activities Handbook.**

### **Awards/Student Recognition**

Awards are given out during the school year to recognize students and to celebrate achievements.

### **Clubs and Activities**

The following clubs and activities are available for junior high students of Dallas City Elementary School:

- Student Council
- Speech Team
- Scholastic Bowl
- Band
- Chorus
- Spring Musical
- Dances

### **Attendance at School-Sponsored Dances**

Attendance at school-sponsored dances is a privilege.

Only students who attend Dallas City Elementary School may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as the same grade level or one year behind or one year ahead of the DCE student.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

### **8th Grade Class Trip**

Each year eighth grade students take a special class trip. Class members are expected to contribute with their share of time and effort to accomplish the goal of raising enough money to cover the expenses of the trip. However, the trip is a privilege not a rite of passage.

A student cannot participate in the class trip if during the 8th grade school year he/she:

- has accumulated 2 or more combined ISP, OSP or OSS,
- has 2 or more days unexcused absences or is chronically truant, (prearranged absences do not count towards the unexcused days)
- has outstanding school fees,
- is failing 1 or more classes for the year.



### **8th Grade Promotion Ceremony**

Eighth grade students will participate in a promotion ceremony. The ceremony will typically be held during the last week of school and will be scheduled for the evening. If days of school are scheduled after the promotion ceremony, students are expected and encouraged to attend. Family and friends are encouraged to join the promotion ceremony celebration.

- Fees owed to the school must be paid before graduation in order for the student to be included in the ceremony.
- Student must not have accumulated 6 or more combined ISP, OSP or OSS,
- Student must not be failing 1 or more classes for the year.
- Caps and gowns are required attire for participation in the ceremony. The school has caps and gowns available to borrow the evening of the promotion ceremony. If desired, parents may purchase caps and gowns.

### **Dallas City/La Harpe Cooperative Activities**

**Dallas City Elementary participates in a cooperative sports program with La Harpe Elementary School.**

The following sports and activities are offered to eligible 5th-8th grade students:

- Scholastic Bowl
- Boys' and Girls' Basketball
- Boys' Baseball
- Girls' Volleyball
- Boys' and Girls' Track and Field
- Boys' and Girls' Cross Country

### **Admission Fees to Sports Events (Subject to Change)**

Adults	\$5.00
Senior Citizens (55 or older)	\$3.00
Students at DC Events	FREE

### **Guidelines for Co-Curricular Activities**

- Students are expected to conduct themselves at extra-curricular activities and events in accordance with the same standards that apply in other school situations. Students shall be subject to the directions of school personnel while in attendance at extracurricular activities. Failure to adhere to the directives or school rules governing student conduct at an extracurricular event can subject the student denial of attendance at other such events or, where warranted, suspension or expulsion as provided under these policies.
- Before a student can participate in an event, the school must be provided with proof of insurance coverage on the participant or have a waiver in place.
- Students may not participate in evening or after-school activities on a full day of absence due to illness, out of school suspension or in-school suspension.
- Students must be in attendance by 10:30 a.m. to participate in any extracurricular activities or field trips for that day, unless prearranged with the principal
- Weekend activities are governed by Friday's attendance. Exceptions need to be approved by the principal.
- Students who are ineligible cannot be excused early from school to attend a game, event or contest.
- All athletes will follow guidelines of coaches, the Athletic Director and the Athletic Handbook.

**Eligibility- No Pass/No Play**

Participants in athletics and/or co-curricular activities must be earning a grade of 60% or higher in each class to remain eligible. Passing work shall be checked Wednesday by noon to govern eligibility for the following Monday through Saturday. Grades for eligibility will be figured from Wednesday at noon through Wednesday at noon of the following week. Students reported ineligible at the time of an eligibility check cannot become eligible during the Monday-Saturday period. The eligibility check shall be the same day each week unless school is not in session.

**Student Behavior at Co-Curricular and Extracurricular Activities**

- Students younger than 6th grade must be accompanied by an adult (16 or older) to all activities.
- Students shall remain with an adult at the activity. No students may be left unattended.
- Once a student leaves a school activity he/she may not return and may not linger on school property.
- Food and covered drink are allowed in the gym. Please respect the area by cleaning up messes and removing trash.
- Show good sportsmanship by remaining in the gym/event area to watch the activity
- Students and parents are expected to exercise good sportsmanship. For example: quiet when the other team shoots free throws, restraining from booing or making other derogatory noises or statements and by congratulating the opposing team. This list is not all inclusive.
- No smoking on school property.

## **Part 7: Student Fees**

### **Enrollment and Registration**

The school establishes fees for enrollment and registration. These fees are due at the time of registration.

Some students may be unable to pay the Enrollment and Registration fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities. A fee waiver does not exempt a student from charges for planners, P.E. uniforms, lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for Enrollment and Registration fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if

1. the student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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

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

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

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

### **Enrollment and Registration Fees for Students in K through 8th Grade**

Regular \$65	Eligible for Reduced \$45	Eligible for Free No Fee
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#### **Other Fees**

Planner (Grades 3-5)	\$6
P.E. Uniform (Grades 6-8)	\$20
Loss of Chromebook (ex. damaged beyond repair)	\$280
Chromebook Damage (ex. broken key, cracked screen)	\$10-\$125

#### **School-Owned Textbooks, Materials, Supplies, and Equipment**

Students are responsible for the proper care of Chromebooks, textbooks, locks, materials, supplies, and equipment. We understand that supplies and materials wear out over time. We expect students to treat school property with respect and care. Students are, therefore, responsible for damage to or loss of school-owned items. A student will be assigned a fine for improper care leading to damage or loss of school owned items. Chromebooks and textbooks, specifically, are rather costly to replace. Therefore, teachers may require students to use book covers to protect textbooks. Do not store papers or materials in textbooks. Writing or marking in text is prohibited.

#### **Vandalism**

The school district will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

## **Part 8: Transportation, Busing and Parking**

Dallas Elementary School asks that all students use buses provided as transportation to the and from the building or by transported by car. As designated by the Illinois State Board of Education, the district will not allow students to walk or ride bikes to or from school due to the lack of sidewalks and extreme danger of highway traffic. Please contact the district office if you have questions regarding this request.

### **Parent Guidelines for Transportation To and From School**

Our driveway is a one-way drive. Enter on the south end and travel and exit in a northerly fashion.

Students may be dropped off and picked up at the front doors anytime between 7:30-8:00 a.m. Doors will not open until 7:30 a.m.

Students being dropped off after 8:00 a.m. must be signed in at the office by a parent or designee. Please park your vehicle in a designated parking spot. Should your student(s) be picked up before the scheduled dismissal, please phone ahead to allow us to prepare your student(s) for leaving early. When you arrive please enter the building and sign your child(ren) out for the day.

When picking up students after school, wait in line behind the buses, pull up after buses leave and your child will be brought out to you. Cars are not to pass buses while they are loading or unloading.

The entire front of our school is a bus and fire lane. Vehicles MAY NOT be parked in bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles parked in these locations may be ticketed and/or towed by the police. Therefore, do not leave your vehicle unattended in front of the school. If you must leave your vehicle for any reason, park in a designated parking spot.

### **Bus Transportation**

The district provides bus transportation to and from school for all students. Bus stop assignments will be provided to families at student registration.

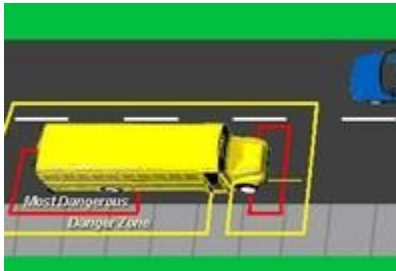
Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. A student may not ride a bus other than his/her regular route as space is limited on buses during normal routes. Exceptions must be approved in advance by the building principal.

To receive a permanent change in designation of a bus stop, a request must be made in writing to the Transportation Director. A student will be permitted to ride a route to a new permanent bus stop after approval of the Transportation Director. This will become the bus stop the child will utilize for the entire year or the remainder thereof.

The safety of children is our first priority; therefore, a note or phone call must be made if after school arrangements have changed. If there is no note or phone call, the student will be sent home on the bus as required by law.

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

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



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

When hazardous road conditions are present, buses will run on solid roads that have been plowed and are deemed safe. The bus driver will notify the school and the school will then contact the parent(s)/guardian(s) of student they could not pick up. If poor conditions persist at the end of the school day, parents will need to pick up their child at the school.

For questions regarding school transportation issues, contact Mrs. Angie Wisehart, Transportation Director (217) 852-3204 ext. 1007.

## **Bus Conduct**

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

### **Bus Rider Cellphone Guidelines**

- Cell phones may be used for emergency purposes only.
- Cell phones may be placed on vibrate but may not be visible while on the school bus.
- Students may not use cell phones for social reasons.
- Using the cell phone for text messaging, taking pictures or videos of self or others and/or illegal activities will be considered inappropriate use of the cell phone.
- Parents/students will assume any and all responsibility for loss of the phone and will be responsible for its safe keeping.

Students may only use their cell phones on sports/activity trips in two situations: in order to call a parent for a ride and in a medical emergency situation.

### **Consequences for Misuse of Personal Electronic Device in addition to Bus Misconduct**

#### **Consequences:**

- 1st Device held in office and/or on bus until end of the school day/bus ride
- 2nd Device held in office and/or on bus until end of the school day/bus ride and parent notification
- 3rd Device held in office until parent picks up the device
- 4th Device no longer allowed at school or on bus

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy
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 building principal deems to threaten the safe operation of the bus and/or its occupants

For gross bus misconduct by a student, the bus driver shall notify the principal. Bus misconduct will result in the following consequences:

1. Verbal warning by the driver
2. Verbal warning and the driver will notify parents
3. Written referral to the office. The principal will issue appropriate consequences for the violation. Typically, disciplinary actions will be:
  - a. 1st referral - one to three day bus suspension with parent contact
  - b. 2nd referral - three to five day bus suspension with parent contact
  - c. 3rd referral - five to ten day bus suspension and requires conference with parents, bus driver and superintendent to validate why the student should not be permanently prohibited from riding the bus for the balance of the school year

The principal may, if he or she deems the offense sufficient to warrant it, suspend the student on the first offense. Parents/guardians will be notified of the suspension and the reason by phone if possible. The parents/guardians may request a hearing before the Principal and/or Superintendent. If such hearing is not satisfactory, the parent/guardian has recourse to a hearing before the Board of Education. A request for a hearing before the Board should be made with the Superintendent. A suspension from riding the bus is not suspension from school. The child is required to be in school even though suspended from riding the bus. 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.



## **Part 9: Health and Safety**

### **Required Health Examinations and Immunizations**

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

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

Please note: IESA/IHSA sports physical forms MAY NOT be used as the required school health exam. However, a physical exam completed on the "Certificate of Child Health" form may be used as a sport physical.

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

All students entering, advancing, or transferring into grades K-12 will be required to show proof of administration of two doses of MMR vaccine and two doses of Varicella vaccine.

Students entering grades 6-8 must show one dose of Tdap and one dose meningococcal vaccine.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

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

### **Dental Examination**

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

### **Exemptions**

A student will be exempted from the above requirements for:

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

### **Certified Copy of Birth Certificate**

A certified copy of the student's birth certificate must be on file on or before October 15.

### **Administering Medicine to Students**

Parents have the primary responsibility for the administration of medicine to their children. The administration of medication while a student is at school shall, therefore, be avoided when possible. The School recognizes that occasionally medication must be administered during the school day. A member of the office staff, designated by the Principal, shall either: (1) supervise the child self-administering the medication, or (2) administer the medication him or herself. Medications must be in the original containers labeled with the student's name. The school or its employees WILL NOT supply over-the-counter medications.

### **Student Medication**

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

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

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

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

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

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

### **Prevention of Anaphylaxis**

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

### **Administration of Medical Cannabis**

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

### **Undesignated Medications**

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

### **Designated Caregiver Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form-Medical Cannabis.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **Other Medication Guidelines**

- Prescription medications must be in the original container with a complete pharmacist's label fully visible. (Sometimes, the prescription needs to be dispensed into two labeled containers by the pharmacist, one for home and one for school.)
- If medication must be measured it will be necessary to send proper measuring instruments.
- The administration, storage and management of medicine will take place in a designated area in the office.
- Parents shall bring medication to school for young children instead of sending it with the child.
- A parent/guardian or designee may come to school to personally administer medication.
- Students will be responsible for taking their medication at the proper time.
- All medication, over the counter and prescription, must be provided by parents/guardians and a completed and signed School Medication Authorization Form must be on file.

### **Illness/Injury at School**

Students who become ill or are injured at school will be given first aid. Parents will be notified. In case the parents cannot be contacted, the school will use the name of the "emergency contact" on the emergency form. In extreme emergencies, we will contact emergency medical personnel.

Please keep your child at home if he/she has:

1. Fever in the past 24 hours 100 degrees or higher (must be fever free for 24 hours);
2. Vomiting in the past 24 hours
3. Diarrhea in the past 24 hours
4. Strep throat (must have been taking an antibiotic for at least 24 hours before returning to school)
5. Bad cold, with a very runny nose or bad cough, especially if it has kept the child awake at night
6. Head lice – live bugs or nits (lice eggs)
7. Rash with fever
8. Pinkeye (must be on antibiotic eye drops for 24 hours, which includes 4 doses, before returning to school)
9. COVID-19 symptoms including new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, new loss of sense of taste or smell, fatigue from unknown cause, muscle aches from unknown cause.

10. Diagnosed with COVID-19. If your student has been diagnosed with COVID19, he/she may return to school when all 3 criteria are met:
1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
  2. The student has improved in respiratory symptoms (cough, shortness of breath, etc.); and
  3. At least 7 days have passed since symptoms first occurred
- If a student has symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that he/she has COVID19 and may not return to school until the three criteria listed above have been met.

### **Emergency Aid to Students**

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

### **Communicable Disease**

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

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

### **Head Injuries and Concussion**

Students who experience head injuries including a bump, blow or jolt to the head while at school will be immediately brought to the office.

Office personnel will:

1. Administer appropriate first aid
2. Monitor the student for signs and symptoms of concussion for a minimum of 30 minutes
3. Notify parents/guardians

Students with no signs or symptoms of concussion will return to class.

Parents/guardians will be notified immediately if the student experiences one or more of the signs or symptoms of concussion. The child experiencing signs of concussion will be referred to a healthcare professional for evaluation for concussion. The student may return to school after being released by a medical professional.

For information on concussions and the concussion protocol in sporting events, please refer to the Activities Handbook.

### **Head Lice**

The school will observe the following procedures regarding head lice.

1. Parents are asked to notify the school office if they suspect their child has head lice.
2. Parents of students exhibiting signs of head lice while at school will be notified.
3. Infested students will be sent home. The school will provide written instructions to the parent or guardian regarding appropriate treatment of the infestation.
4. Students must be treated for head lice at home before returning to school.

### **Students Who are A Danger to Self or Others**

Students who indicate they are planning to hurt themselves or others will not be sent home on a bus. Parent/guardians will be contacted. If there is eminent danger to the child emergency personnel will be contacted. In case the parent/guardian cannot be contacted by the time school is over for the day, authorities will be contacted and the child transported to the nearest medical facility. The child will not be readmitted to school until a meeting can be arranged.

Juvenile authorities will be notified when a student threatens the life or lives of others. Parents/guardians will be contacted about the nature of the threat. The child will not be admitted back into school until a meeting can be arranged with the parent, child and principal.

### **Targeted School Violence Prevention Program**

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline ([www.safe2helpil.com/](http://www.safe2helpil.com/)).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Superintendent.

### **Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence**

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

## **Requesting Support Services**

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or other service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

## **Filing a Complaint**

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Dean of Students, or any employee with whom the person is comfortable speaking.

### **Article 26A Resource Person:**

Kaitlyn Woolson, School Psychologist  
921 Creamery Hill Road  
Dallas City, IL 62330  
ksmith@dallascity.k12.il.us  
217-852-3201

### **Nondiscrimination and Title IX Coordinator:**

Alissa Tucker, Superintendent  
921 Creamery Hill Road  
Dallas City, IL 62330  
atucker@dallascity.k12.il.us  
217-852-3204

## **Retaliation Prohibited**

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

## **Insurance**

Each student, upon entering school, may purchase school insurance. This insurance plan covers all injuries and accidents that occur in connection with school activities during the school day. Additional twenty-four-hour coverage can be purchased which will insure the child at all times. All communications should be directly between the parent and the insurance company. The school does not provide insurance coverage for personal property of students.

## **Safety Drill Procedures**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be

announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

### **Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

#### **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

#### **Warning Signs of Grooming Behaviors**

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual



relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

### **Warning Signs of Boundary Violations**

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose

- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](https://online.rainn.org)

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

## **Part 10: Discipline and Conduct**

Dallas Elementary School believes that the maintenance of good discipline is essential to the proper advancement of the educational program. Students are expected to be courteous, diligent, honest, and respectful and to abide by the rules and regulations of the school district.

### **PBIS, Character Education & Social Emotional Learning**

In an effort to assist students in making positive choices, staff will instruct students in behavioral expectations using the PBIS system (Positive Behavioral Interventions and Supports), character education using 7 Habits and assist students in social emotional learning.

### **General Building Conduct**

All students shall conduct themselves in an orderly and appropriate manner while at school and while participating in or attending school-related events. Disruptive behavior or any violation of the rules of student conduct at a school-sponsored activity shall subject a student to the same punishment as if the misconduct occurred during school hours. This may include denial of privileges to attend school sponsored activities. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats, hoods and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others. Students must keep hands, feet and other objects to themselves.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- Knives, pliers and tools are not permitted at school.
- No radios, tape players, CD players, electronic gaming devices, cellular devices, Smart Watches or cameras are permitted without permission from the principal.
- Students will immediately comply with all directives from staff members.

### **School Dress Code & Student Appearance**

The dress and appearance of students is the responsibility of parents/guardians and students. Students are expected to be well groomed, and neatly dressed, and while maintaining good hygiene while on school property and/or in attendance at a school sponsored event. Students are to use discretion in their dress. Dress and appearance must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Cooperation between home and school, based on common sense by all parties involved, should result in acceptable and appropriate dress assuring a climate conducive for learning. The administration and staff reserve the right to regulate extreme modes of dress or any type of dress that is distracting or disruptive to the education process. The school administrator is the final authority for determining the appropriateness of a student's appearance. Book bags and purses are not to be brought to class or homerooms.

Shoes

For indoor recess and P.E., all students must wear a designated pair of lace-up tennis shoes. These shoes should stay at the school and must have the student's name written inside or on them. Only these shoes are allowed on the gym floor.

For outdoor recess, all students should wear shoes that are appropriate for playing outside. For outdoor P.E., all students are required to wear lace-up tennis shoes. Students are expected to come each day with the proper footwear.

### **Primary Grades PreK-3**

Clothing or other apparel promoting products that are illegal for use by minors such as alcohol, tobacco, drugs, or obscene material are not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Students do have recess outside and members of the staff have the right to decide if a jacket, coat, or sweatshirt is required. If students are not dressed warmly enough, they may have to stay in the classroom, office, or other designated supervised area. Students will not be allowed to wear a coat during the school day except for recess. Caps, hoods, and hats are not to be worn in the school building.

- Appropriate shoes that are fastened or tied (no flip-flops) must be worn while students are on school grounds or involved in school activities.
- Clothing shall not be of a style to cause overexposure that would disrupt the educational process. No under garments can be shown. Spaghetti straps, off the shoulder tops, halter tops, tube tops, and bare midriffs are not permitted.
- Shorts and skirts may be worn as weather permits but must be mid-thigh length or longer.

### **Middle Grades 4-8**

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

The administration and staff shall be able to determine the appropriateness of the dress and be the final authority of what is acceptable at Dallas City Elementary. It is best to dress modestly.

- All items of clothing and shoes must be properly fitting
- Skirts, rompers, dresses, and shorts must be mid-thigh or longer
- Clothing may not have large rips or holes that expose skin above mid-thigh and or below the neckline
- Low and/or plunging neckline, tank tops, narrow strap tops, sleeveless garments, and bare midriffs are unacceptable. This includes T-shirts that expose skin from the arm to the waist. T-shirts in which the sleeves have been removed or cutout are not acceptable. Garments manufactured to be sleeveless may be acceptable if the hemmed arm holes do not show skin or undergarments and the top of the garment covers from the collar at the neck to the edge of the shoulder.
- Spaghetti straps, off-the-shoulder tops, halter tops, and tube tops are not permitted. Regardless of gender, the 2" rule applies for students' tops to be considered "coverage" of the shoulder area.

- Clothing shall not contain words or depictions that are illegal for use by minors or displaying obscene material, profanity or references to subversion are not allowed.
- Visible body piercing that might cause a disruption to the educational process must be covered or removed.
- No hats, hoods, bandanas or scarves may be worn as a head covering in the building.
- No outerwear including coats, hats, gloves, scarves, sunglasses etc. may be worn inside in the building.
- Baggie pants which show underwear and/or low back skin or midsections are not acceptable school apparel.
- The torso must be covered from a reasonable length to mid-thigh so as not to reveal any body parts or underwear beneath while sitting, standing, squatting, or walking. This includes low rise jeans, shorts, skirts, spandex, "yoga pants, and pants.
- Jeans/pants are not to have holes where undergarments could be visible.
- Any accessories that pose a disruption to the educational process will be removed.

While the primary responsibility rests with the parents/guardians, the administration reserves the right to judge what is proper and what is not in the school setting. Students wearing inappropriate clothing will be required to change.

### **Dress Code Violation**

Students who wear clothing in violation of the dress code may be required to change clothes and/or parents notified to bring a change of clothes. Such students also will be subject to regular disciplinary processes. Any class time missed for this purpose will be considered unexcused. A failure to change to suitable garments may result in suspension. An absence as a result of violation of this dress code will be counted as an unexcused absence from any class period missed.

### **Cafeteria Guidelines**

- Students will enter the cafeteria in a quiet manner, be polite and use good manners.
- Students must line up in single file to pass through the serving line.
- Students are not allowed to cut in front of others or to save places for their friends.
- All food must be consumed in the cafeteria.
- Pop cannot be purchased at school or brought from home to be consumed with lunch.
- Students are not to share or trade food.
- Loud talking, yelling, screaming and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall follow instructions of the lunchroom supervisors and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when announcements are made in the cafeteria.
- Students who are not in compliance with cafeteria expectations will be removed from the cafeteria to eat lunch or breakfast.

### **Library Guidelines**

- Students are to use a placeholder when previewing a book in order to replace the book in the proper spot.
- Students are to remain calm and quiet while in the library.
- Students are responsible for books they check out.
- Students in Pre-K through 4th grade may check out books for 1 week (limit of three books).

- Students in grades 5-8 may check out books for 2 weeks (limit of three books).
- Magazines and newspapers are also available.
- Some resource materials are available for use only in the library.
- Each class will have an assigned library day.
- Students may be charged fees and fines for overdue, lost or damaged library books and materials.
- The teacher or assigned aide will check out materials in the library.

#### **Overdue /Lost or Damaged Books**

- Notice will be given to the student the day after the book is due.
- A letter will be sent to the parent/guardian if the book is more than one week overdue.
- Fine – 5 cents per day per book – Students will not be able to check out materials until overdue book(s) is/are returned.
- Fine for lost or damaged book
  - Replacement cost paperback (\$5.00-\$15.00/ vary per book)
  - Replacement cost hardback (\$15.00-\$30.00/vary per book)
- Students will not be able to check out materials until the lost or damaged book issue is resolved. However, students may still have access to materials to be used only in the library.
- Students may use the computers in the library with adult supervision.

#### **Playground/Recess Guidelines**

- Take turns on equipment
- Slide feet first on the slide
- No tag on equipment
- Do not climb up the slide
- Swing straight, sit on the seat, do not twist or jump
- No hanging on the trees in playground area
- No running on the cement pad
- No toy guns or/ finger to represent a gun
- Catch must be played in open area beyond the playground equipment
- Jump ropes and balls may not be used on equipment
- No contact games
- Walk to line up in orderly fashion
- Teachers will allow each class to clear the hallway before the next class enters

#### **Classroom Management Plans**

Each teacher will develop a Classroom Management Plan for his/her classroom that will be approved by the building principal. It will outline the types of disciplinary actions that will be applied to inappropriate behavior. Teachers may use the following disciplinary actions: verbal reprimands, behavior contract, classroom detention, counseling, withdrawal of privileges, conference with the student, conference with the parents/guardians and/or other options as determined by the teacher. If a student's behavior is so disruptive as to require removal from the classroom the teacher may make an immediate office referral.

Before a teacher or staff member writes an office referral for a student except in cases of gross misconduct the teacher or staff member will use all of the following steps:

- Verbal warning telling the student to quit the behavior
- Talking with the student in private about the behavior that must stop
- Talking with parent/guardian
- Issuing a class detention

## **Prohibited Student Conduct**

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

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

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in unacceptable displays of affection including, but not limited to, intimate physical expressions of affection (hugging, holding hands, kissing, embracing), laying down with another student, placing hand on another's lap, sitting on another's lap, inappropriate touching, and touching of a sexual nature.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
17. Being absent without a recognized excuse.
18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.



22. 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.
23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
24. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psych stimulant medication to the student.

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

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

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

1. Will cause 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, 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 the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;

5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes; or
6. 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 to school operations, or (2) interferes with the rights of other students or staff members.

#### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### **Clear the Room Procedure**

When a student is being disruptive or should a medical emergency occur, it may be necessary to clear the room. During this procedure, students are sent to another classroom or area while the student or staff member receives necessary assistance. Students will be allowed back to the classroom when the situation has resolved.

#### **Disciplinary Measures**

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

1. Notifying parents/guardians
2. Disciplinary conference
3. Withholding of privileges
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen or damaged property
6. Alternative Educational Placement (In-school suspension)
7. After-school detention or Saturday detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service

9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
10. Suspension of bus riding privileges
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Alternative Education Placement (AEP)**

(Alternative Educational Placement replaces the term "in school suspension".)

An assignment to Alternative Education Placement results in spending a portion of, or one or more complete school days in a room separate from the regular classroom. The parent/guardian of a student who is assigned AEP will receive notice by phone and mail of the reasons for the placement and how many days the student will serve. The parents/guardians may request a hearing before the Principal and/or Superintendent. If such hearing is not satisfactory, the parent/guardian has recourse to a hearing before the Board of Education. A request for a hearing before the Board should be made with the Superintendent. The student will report to the principal's office as soon as he or she arrives at school. The student will continue to complete assignments for the assigned day or days to ensure that he/she keeps up with classmates.

Students will receive credit for the classwork the teacher assigned if completed correctly and during the time allowed. The student will not have any contact with other classmates in the building during the length of the placement. Students serving an AEP are not allowed to attend any extracurricular activities or events that occur the same day in which the AEP is served.

### **Suspension**

A suspension is any denial of regular school attendance. Suspensions, in or out of school, are utilized for severe behavior(s) and/or after failure of other measures to assist the student in correcting behaviors. A student serving an out of school suspension will not be allowed on school property and may not attend any extracurricular activities or events. All classroom assignments during the period of a suspension must be completed and turned in at the conclusion of the suspension. The parent/guardian of a student who is assigned a suspension will receive notice by phone and mail of the reasons for the suspension, how many days the student will remain suspended from school. The parents/guardians may request a hearing before the Principal and/or Superintendent. If such hearing is not satisfactory, the parent/guardian has recourse to a hearing before the Board of Education. A request for a hearing before the Board should be made with the Superintendent. For detailed information regarding suspensions, refer to Board Policy 7:200.

### **Expulsion and/or Alternative School Placement**

An expulsion is defined as a denial of school attendance for a period in excess of ten days but not to exceed two school years. Many times in lieu of expulsion a student will be placed in an Alternative School. These measures are only used if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would (i) pose a threat to the health and safety of students, staff or members of the school community or (ii) substantially disrupt, impede or interfere with the operation of the school. For detailed information regarding expulsion, refer to Board Policy 7:210.

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **Corporal Punishment**

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

### **Weapons Prohibition**

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang;

or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

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

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, homelessness, marital or parenting status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- 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 operation of a school.

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition

of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing. Students, parents or community members may report anonymously by phoning the “Speak-Up” line at 1-833-507-8423.

**Nondiscrimination Coordinator:**

**Mrs. Alissa Tucker, Superintendent**  
Creamery Hill Road  
Dallas City, IL 62330  
dcprincipal@dallascity.k12.il.us

**Complaint Manager:**

**Ms. Kaitlyn Woolson, Dean of Students**  
921 Creamery Hill Road  
Dallas City, IL 62330  
ksmith@dallascity.k12.il.us

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: *7:20, Harassment of Students Prohibited* and *7:180, Prevention of and Response to Bullying, Intimidation and Harassment*.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term “bullying incident” includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

## **Harassment & Teen Dating Violence Prohibited**

### **Harassment Prohibited**

No person, including a school or school 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<sup>1</sup>; 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.

### **Sexual Harassment Prohibited (Title IX)**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

### **Teen Dating Violence Prohibited**

Engaging in teen dating violence 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 to 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.

For more information about this issue, please see the Centers for Disease Control and Prevention's education materials at [www.cdc.gov/injury/features/dating-violence/index.html](http://www.cdc.gov/injury/features/dating-violence/index.html).

### **Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited**

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

### Examples of Prohibited Conduct

Conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

### Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

### Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

### Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and



6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

#### Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

#### Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

#### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the Nondiscrimination/Title IX coordinator, dean of students/complaint manager or any employee with whom the student is comfortable speaking. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

#### **Nondiscrimination & Title IX Coordinator:**

**Mrs. Alissa Tucker, Superintendent**  
921 Creamery Hill Road  
Dallas City, IL 62330  
atucker@dallascity.k12.il.us

#### **Complaint Manager:**

**Ms. Kaitlyn Woolson, Dean of Students**  
921 Creamery Hill Road  
Dallas City, IL 62330  
ksmith@dallascity.k12.il.us

## Part 11: Internet, Technology and Publications

### Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require students 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.

### Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials.

As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) Cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose.

**Use is a privilege, not a right.** Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### Internet Acceptable Use

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

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

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- d. Downloading of copyrighted material for other than personal use;
- e. Using the network for private financial or commercial gain;
- f. Wastefully using resources, such as file space;
- g. Hacking or gaining unauthorized access to files, resources, or entities;
- h. 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;
- i. Using another user's account or password;
- j. Disclosing any network or account password (including your own) to another person, unless requested by the system administrator;
- k. Posting material authored or created by another without his/her consent;
- l. Posting anonymous messages;
- m. Creating or forwarding chain letters, spam, or other unsolicited messages;
- n. Using the network for commercial or private advertising;
- o. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- p. Misrepresenting the user's identity or the identity of others; and
- q. Using the network while access privileges are suspended or revoked.

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

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

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

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

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

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

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

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

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

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

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

### **Internet Safety**

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

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access shall include a filtering device that protects against Internet access by both adults and minors 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 system administrator and Building Principal shall monitor student Internet access.

### **Authorization for Electronic Network Access**

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## **Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password and student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

## **Part 12: Student Privacy Protections**

### **Student Privacy**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

### **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 or who created the survey.

### **Surveys by Third Parties**

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

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

### **Surveys Requesting Personal Information**

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

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

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

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

### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its



format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### **Prohibition on Selling or Marketing Students' Personal Information**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions., such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards. A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

### **Interview by Outside Agencies**

As a general rule, individuals from outside the district may not interview students. Exceptions to this rule are as follows. Investigators from the Department of Children and Family Services have a legal right to interview children suspected of being abused or neglected. Law Enforcement official requests to interview students will be granted only when such an interview is required or permitted by law. The office will attempt to contact parents/guardians when possible. When a parent/guardian is not present, school administration may take the place of the parent/guardian (en loco parentis) to ensure that the student's rights are not violated.

### **Educational Technology Vendors Under the Student Online Personal Protection Act**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online

applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities

### **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. There may be a small charge for copies, not to exceed \$.35 per

page. No one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student and in other cases permitted by law.

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

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

#### **5. The right to prohibit the release of directory information.**

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

**6. The right contained in this statement:** No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

**7. The right to complain to the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

#### **Student Biometric Information**

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

**Transcripts**

The school or institution to which a student is transferring will make request for transcripts from DCES. Under no circumstances will an official transcript of grades be given to an individual or student. The policy of the school is to mail such requests directly to the school or institution requesting a transcript.

**Photographs and Video Recordings of Students**

Students may occasionally appear in photographs and video recordings taken by school staff members, other students or other individuals authorized by the Principal. The school may use these pictures with or without identifying the student in various publications including the school yearbook, school newsletter and website etc. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

**Picture of Students Taken by Non-School Agencies**

The school limits access to school buildings by outside photographers but it has no control over news media or other entities that may publish a picture of a named or unnamed student.

## **Part 13: Parental Rights Notifications**

### **Teacher Qualifications**

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

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

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

### **Standardized Testing**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

Illinois Assessment of Readiness (grades 3-8)  
Illinois Science Assessment (grades 3 and 5)  
AIMSWeb+ (grades K-8)  
STAR (grades K-8)  
FitnessGram

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. Parents/Guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### **English Learners**

The school 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. For questions related to this program or to express input in the school's English Learners program, contact the building principal at 217-852-3201.

### **School Visitation Rights**

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

### **Pesticide Application Notice**

Cullen Pest Control will provide pest control services at the DCES facility. The pest control company does not use Dursban or any sprays. If a situation requires the use of a spray, notification will be provided to all parent(s)/guardian(s), except for emergency spraying. Prior notice is not required if there is imminent threat to health or property.

### **Asbestos Notice**

1. In accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the district, notice is given to workers, building occupants and their legal guardians of activities related to asbestos-containing building materials in the schools.
2. Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building.
3. The district will continue its efforts to maintain all asbestos-containing materials remaining in an intact site and undamaged condition.
4. School maintenance and custodial personnel have received the required asbestos awareness training.

### **Mandated Reporter**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **Unsafe School Choice Option**

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

Watermark

### **Sex Offender Notification Law**

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

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

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

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

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry,  
<https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

## **Parent Notices Required by the Every Student Succeeds Act**

### **I. Teacher Qualifications**

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

### **II. Testing Transparency**

The State and District requires students to take certain standardized tests. For additional information, see handbook section "Testing/Assessment Program".

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

### **III. Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [dcbulldogs.com](http://dcbulldogs.com).



## **V. Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook section titled “Unsafe School Choice Option”.

## **VI. Student Privacy**

Students have certain privacy protections under federal law. For additional information, see handbook section titled “Student Privacy”.

## **VII. English Learners**

The school 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. For additional information, see handbook Part 4.

## **VIII. Homeless Students**

For information on supports and services available to homeless students, see handbook section titled “Homeless”. For further information on any of the above matters, please contact the building principal.

## **School-Community Notifications**

In an effort to better serve our community and provide necessary information to concerned community members, the following plans/policies are on file and available in the Superintendent’s office for public viewing during regular office hours.

- Emergency Action Plans
- Pest Control Notice
- School Asbestos Plan
- Blood Exposure Plan
- Infectious Pest Policy
- Americans with Disability Act
- Drug and Alcohol Policy
- Residency Requirements
- Uniform Grievance Procedure
- Women’s Health and Cancer Rights Act of 1998
- Uniform Grievance Procedure

## IV. Parent & Family Engagement Compact

### 2025-2026 Title I Compact

Learning best takes place with the efforts of all. We are committed to \_\_\_\_\_'s progress in school. This agreement is a promise we make to work together.

As a student, I pledge to: Student signature: \_\_\_\_\_

- Work to the best of my ability on my school assignments
- Complete all assignments on time
- Discuss with my parents what I'm learning in school
- Ask my teachers and parents questions when I don't understand something
- Read, write and discuss books in order to become a strong reader

As a parent, I pledge to: Parent signature: \_\_\_\_\_

- Assist my child in arriving to school on time and attending every day
- As much as possible, plan meetings and appointments outside of the school day
- Provide a quiet place for homework
- Talk with my child about what he/she is learning
- Reinforce good choices
- Attend conferences and contact the teacher(s) as needed
- Encourage my child to read daily
- Support the learning going on at school

The school pledges to: Teacher and Principal signature: \_\_\_\_\_

**Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

- Differentiate lessons so every child can be successful
- Teach meaningful, engaging lessons that reflect student interests
- Provide feedback to students and parents in a timely manner
- Make expectations clear to students and parents

**Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.**

- K-5 teachers will arrange times with teachers/Junior High parents will meet parents as they arrive

**Provide parents reasonable access to staff.**

- All teachers will meet with families as needed at reasonable times during school day/term
- Families should contact the teacher by phone, note, email or by coming to the school

**Provide parents with frequent reports on their children's progress.**

- Quarterly report cards will be provided to students in grades K-8
- Midterm reports will be provided in grades 4-8
- Assessment data will be shared with parents during conferences

**Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.**

- Parents are invited and encouraged to visit classrooms
- Visitors should make arrangements with the classroom teacher
- Visitors should sign in at the office



## **Student/Parent Handbook Acknowledgement and Pledge**

Name of Student (print): \_\_\_\_\_

### **Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgment and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgment and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

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

\_\_\_\_\_  
Date