

Dwight Common School Student Handbook 2021-2022



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**Dwight Common School District
MISSION STATEMENT**

The vision of the Dwight Common School District is to provide each student with the intellectual, emotional, and social growth necessary to become self-motivated, responsible, and caring citizens.

In order to attain our high expectations for success, our mission is to provide a varied, comprehensive program that will stimulate students to become creative thinkers and problem solvers who strive to achieve their maximum potential. We are committed to developing strong partnerships with students, parents, community members, and businesses to place an emphasis on learning as a life-long process.

DWIGHT COMMON SCHOOL CORE VALUES

We value:

- *the holistic development of individuals*
- *collaborative work with students, parents, staff, and community members*
- *a learning environment which promotes mutual respect and trust*
- *individuality and personal worth*
- *prevention and early intervention*
- *the development of effective problem solving, teaming, and communication skills*
- *a community of lifelong learners*

The Dwight Public Schools acknowledge the need for a diversified program which recognizes and accepts the varied mental and physical capabilities and abilities of each student and encourages individual development within legal and financial limitations.

DWIGHT COMMON SCHOOL DISTRICT #232

District #232 Administrative Office

Dr. Richard Jancek, Superintendent

801 South Franklin Dwight, Illinois Phone: 815-584-6216

Dwight Common School

Mrs. Julie L. Schultz, Principal

Mr. Jeremy Jenkins, Assistant Principal & Athletic Director

801 South Columbia St., Dwight, Illinois

Phone: 815-584-6220

Our Board of Education welcomes visitors to school board meetings.

Please call 815-584-6217 to inquire about meeting dates.

GENERAL INFORMATION

Disclaimer: This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, 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. Disciplinary responses may include, but are not limited to, the actions described in this handbook.

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.

Supervision of Students / School Day The school building is open for students during a regular school day (Monday, Tuesday, Thursday, Friday) from 7:45AM - 3:15PM and on Wednesday from 7:45AM-2:15PM. **Students arriving on school grounds before 7:45AM will be unsupervised and will not be allowed into the building.** Students are dismissed to class at 7:55AM. Students not involved in after school programs must leave the building by 3:15PM. Teacher supervision will end at 3:15PM (or 2:15PM on Wednesdays).

Asbestos Management Plan The Dwight District 230 and 232 Asbestos Management Plans have been prepared in accordance with the Asbestos Hazard Emergency Response Act (AHEAR, 40 CFR763) for Dwight Elementary School and Dwight Township High School. Copies of the Management Plans are available in the Superintendent's office and in the offices of the Principals in each school. These plans are available for inspection during normal business hours (Monday-Friday, 7:30AM- 4:00PM) and during other times by special arrangement.

Student Cumulative Folder I understand, as a parent, that I have permission to review my child's cumulative folder at any time during the school year in the presence of a school official.

Directory Information Changes Directory information is classified as only by each student name. Changes in other information necessary for record keeping should be reported to the office. Examples of such other necessary information are phone number(s) and address, email address, emergency phone number of parents and their place of employment.

Distribution of Printed Materials All printed newspapers, bulletins, pamphlets, announcements, postings, or other published material to be distributed or displayed on school grounds must be approved and initialed by the administration.

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.

2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
7. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or

The distribution of non-school-sponsored written material must 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 material is endorsed by the school district.

Emergency School Closings In cases of inclement weather, other local emergency school closings and/or emergency early dismissals, announcements will be made in a timely manner via the school district alert system (email and/or phone). The school district will make every effort to inform families via our parent notification system, school website, and the school social media account. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled. **Please make every effort to insure the school has accurate emergency contact information (phone number & email address) on file in the office.**

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.

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

Equal Opportunity and Sex Equity Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building administration.

Student Privacy Protections

Surveys by Third Parties

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

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

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

2. The right to 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 to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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 file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

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.

Telephones The phone in the office is for **EMERGENCY PURPOSES ONLY**. *The phone in the office is not to be used for items forgotten at home (homework, lunch, P.E. clothes, etc.).* The office will not call a student to the phone during school hours unless it is an emergency message from parents.

PARENTS AND GUARDIANS

Communication Parents are first encouraged to contact teachers whenever they have a question or concern about their child's academic program, educational progress and/or behavioral concerns. Parents that wish to schedule an appointment for a conference may call before or after school hours (before 7:50AM and after 3:05PM); or email the teacher directly. If a parent feels that issues are still unresolved, the parent may call the building principal to schedule an appointment to discuss the issue. After speaking to the building principal, the parent can address the issue with the superintendent of schools. After speaking to the teacher, the principal and the superintendent, a parent may request a hearing before the Board of Education.

Arrival and Dismissal Procedures Student safety is the priority of our transportation plan for arrival and dismissal from school. Access to the Grade School Drive can be gained from Washington Street or Columbia Street. A crossing guard will continue to be stationed at the Grade School Drive and Columbia Street. We urge all parents to exercise extreme caution when driving in areas near the school in order to ensure the safety of our students. Please observe these rules and be courteous to other drivers and pedestrians:

- **ALL ARRIVAL and DISMISSAL traffic must be done in the front of the building.** Students may not be dropped-off or picked-up in the back parking lot during arrival and dismissal timeframes.
- Parents must pull-up curbside on the circle drive to drop-off/pick-up children.
- Children must exit vehicles on the curbside directly onto the sidewalk.
- Please encourage your students that are walking or riding bicycles to cross at the designated cross walk and use the sidewalk. Bicycles must be walked once a student is on the school grounds sidewalk.
- The use of a cell phone while driving in a school zone is against the law.
- Door #2 will only be used for student entrance and departure from school each day.
- Parking at the Stop signs IS PROHIBITED./Please continue to circle the drive until you see your child.
- WALKING ACROSS THE CIRCLE DRIVE (lanes and grassy areas) IS PROHIBITED.

Morning Curbside Drop-Off Students being driven to school are to be dropped off in front of the school on the curbside (passenger side) of the car. Staff will open doors and begin supervising the front drop-off areas beginning at 7:45AM.

- 5th-8th grade students will enter using MAIN DOOR #1 by the office.
- PreK-4 students will enter the building using DOOR #2, the northeast door.
- Parents that need to enter the building with your child should park in parking spaces (west of the main entrance/along circle drive) and enter through MAIN DOOR #1, proceeding directly to the office.
- **STUDENTS SHOULD NOT EXIT CARS FROM THE DRIVER'S SIDE INTO THE LEFT LANE.**

Afternoon Curbside Pick-Up Students being picked-up from school are to be picked-up in the front of the school on the curbside (passenger side) of the car by 3:15PM (2:15PM on Wednesdays) when staff supervision ends.

- 5th-8th grade students will exit MAIN DOOR #1.
- PreK-4 students will exit DOOR #2.
- PreK, Kindergarten, and First Grade students are dismissed at 3:00PM on regular days, 2:00PM on Wednesdays. All other students will be dismissed at 3:05PM, 2:05PM on Wednesdays.
- Parents that need to enter the building to meet your child should park in parking spaces (west of the main entrance/along circle drive) and enter through MAIN DOOR #1, proceeding directly to the office.
- **VEHICLES SHOULD NOT STOP IN THE LEFT LANE FOR STUDENTS TO ENTER CARS.**

DIAGONAL ZONES: QUICK DROP-OFF/PICK-UP

- **DIAGONAL ZONES are designed for convenient parent drop-off and pick-up.**
- **DIAGONAL ZONES are for expedited drop-off/pick-up of students without adult exit of vehicles.**
- Any parent leaving their vehicle must pull into a parking space (west of the main entrance/along circle drive).
- Vehicles should pull forward to the front of the zone, NOT STOPPING in the center.
- Parents/Guardians must stay in vehicles.
- Students should exit curbside only.

AM ENTRANCE PROCEDURES

DOOR #1: MAIN DOOR (VISITOR ENTRANCE and 5th – 8th GRADE)

DOOR #2: ELEMENTARY STUDENT DOOR (PRE-K through 4TH GRADE)

The elementary door for our Pre-K through 4th Grade students (Door #2) will only be used for student entrance and departure from school each day. Parents may still walk students to the door and/or meet them after school at Door #2, but they will not be allowed entry into the building at this location.

****Door #2 will be locked promptly at 8:00AM****

Any students arriving after 8:00AM will need to be buzzed into the building through Door #1 (Main Entrance). If an administrator or teacher is not visible outside the building, Door #2 has been locked, and students will need to be dropped off at Door #1.

Parent Groups We encourage parents to become involved in our parent groups. These groups work with the school to support our school's academics and extra-curricular activities. Many opportunities are available for our students because of the tireless energy and commitment of these parent groups. These groups are: P.T.O., Athletic Booster Club, and the Music Boosters. **GET INVOLVED!**

VISITORS

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.

DOOR #1: MAIN DOOR (VISITOR ENTRANCE and 5th – 8th GRADE)

All visitors to the school, including parents and siblings, must enter the building through Door #1, which is our main entrance; and proceed directly to the main office. Visitors should identify themselves and inform office personnel of his or her reason for being at school. Visitors will be asked to sign-in, identifying his or her name, date, time of arrival, and the classroom or location they are scheduled to visit. Approved visitors will receive a visitor badge that must be worn on outer clothing in a clearly visible location. The visitor badge must be worn at all times when inside the building. Parents will not be allowed to walk students or student items to classrooms. Office staff and administration will be available to escort students and/or deliver any items to classrooms.

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 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.

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

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

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

Visitors and Social Media: Visitors are prohibited from posting photos to social media or making social media posts of any kind involving students of Dwight Common School taken during the school day (school events, field trips, etc.) to which they are not the parent.

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(ren):

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

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

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

School Volunteers All school volunteers must complete the “Volunteer Information Form” and be approved by the district office prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. ***Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.***

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.

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 school principal.

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 student, 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 school principal.

Parental Involvement (Title 1) The school annually has a meeting for all Parents/Guardians, which takes place on our open house evening at the beginning of the school year. At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process. The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

- a) school performance profiles required by Federal law and their child's individual student
- b) assessment results, including an interpretation of such results;
- c) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- d) opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- e) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching/electronic usage; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the building administration at 815-584-6220. Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the district Superintendent at 815-584-6217.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Mandated Reporters 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.

Report Cards Report cards are issued four times a year, after each nine-week period of schoolwork. The cards are sent home with the students as a report to parents. The single envelope should be returned to school after it has been signed to indicate that the parents have received it. We encourage that constructive responses to grades and comment sheets be inserted in the returning envelope. A charge of \$0.50 will be assessed for lost grade card envelopes.

Mid-Term Reports Mid-term reports will be available online for parents to view through your Skyward Family Access account. If you are unable to view the reports online, please call the main office for a paper copy at 815-584-6220. Parents/guardians are encouraged to check Skyward weekly for updated student performance.

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 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 qualification
- 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.

Parent/Teacher & Student-Led Conferences

Wednesday, October 6th 4:00PM – 7:00PM

Thursday, October 7th 4:00PM – 7:00PM

ACADEMICS

Homeless Child's Right to Education 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.

For information regarding assistance and support for homeless families, please contact the main office.

Education of Children with Disabilities 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 whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions 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: Mr. Brandon Owens, Principal, 815-584-6221, Dwight Common 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 discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. 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 as determined by the school.

Grade Marks and Letter Grades for Kindergarten Through 8th Grade

A = 100-90%
 B = 89-80%
 C = 79-70%
 D = 69-60%
 F = 59%

Kindergarten through 5th grade will be utilizing a Hybrid reporting system that incorporates a Traditional Grading Scale within a Standard Based Reporting System. Student grades will be averaged by standard or cluster of standards to acquire their final grade for the subject area. 6th, 7th, & 8th grades will utilize a weighted traditional grading system. In 6th grade, work done independently by the student will be weighted at 60% of the grade and work done in a supported fashion will account for 40% of the student's grade. In 7th grade, work done independently by the student will be weighted at 65% of the grade and work done in a supported fashion will account for 35% of the student's grade. In 8th grade, work done independently by the student will be weighted at 70% of the grade and work done in a supported fashion will account for 30% of the student's grade.

A student who has been absent and has not completed work may receive an Incomplete. The grade may be changed to an F if the work is unsatisfactory or remains incomplete.

All final grades are recorded and placed in the student's cumulative folder. We suggest that the parent talk over the grade report each term with the student. If there are any particular needs which are indicated by the grades on the card, parents may wish to contact the teacher.

Physical Education All students are required to participate in physical education or have on file a medical/physician statement providing the specific dates for exemption from participation. Proper gym clothing (red t-shirt and black shorts to be purchased from Dwight Common School) and athletic shoes must be provided by the student. Administration may approve alternative dress options when physical education classes have outside instruction. Refusal to properly dress for PE may result in disciplinary action.

Exemption from Physical Education Requirement [K-8]

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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

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

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.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule

Standardized Testing Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: 3th-8th grades will take standardized tests in English Language Arts and Math, in addition 5th-8th grade students will also be tested in Science.

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 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 the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students 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.

Homework Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Passing a Course in Grades 6th - 8th

In order for a student to be considered passing a course for the school year; they must successfully earn a passing final grade of 60% in that subject.

Placement, Promotion, and/or Retention

- To be promoted in grades K-5th all students must demonstrate an overall proficiency of grade level foundational skills in the core subjects. This is determined through analysis of the student's report card and benchmark assessments given throughout the school year. The core subjects are defined as the following: English Language Arts, Math, Science, and Social Studies.
- To be promoted, in grades 6th - 8th all students must pass 5 classes in the core subjects for each grade. The core subjects are defined as the following: English Language Arts (2 classes), Math, Science, and Social Studies.

If a student fails 2 or more classes in one year for students in grades 6th-8th, that student will be retained to repeat that grade the next academic year. If a student fails 1 subject, that student will be required to go to summer school. At the end of summer school, he/she must have earned a 70% in order to earn a passing grade. If the student has not earned a passing grade, he/she will be retained the following academic year. If summer school is not provided by the district, it is the responsibility of the family to find appropriate replacement. Failure to do so will result in retention. If a student moves into the program from another district, he/she will be required to earn the appropriate number of credits for core academic courses taken while a student at Dwight Common School. The teacher will notify in writing, over the phone, or in person the parents of each student who is failing or in danger of failing any subject at the end of each trimester. Parent conferences with each student's teachers will be recommended. Parent/Teacher conferences should be completed as soon as possible after the teacher's notification to parents. The Principal will notify in writing, over the phone, or in person the parents of students who are in danger of being retained or recommended for summer school at the mid-term of the third trimester. Parent conferences with the Principal and the student's teachers will be arranged. The Principal reserves the right to place students in the next grade if it is in the best interest of the student or the other students. Students who are "placed into high school" **are not** eligible to participate or attend the Dwight Common School graduation ceremonies. According to the Illinois School Code 105 ILCS 5/10-20.9b school districts shall not promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the students. In first through 8th grade, the administration has the final decision over retention issues.

Board Scholar Award 6th-8th students will be recognized and presented a Board Scholar award for earning all A's in the following subjects for their final grade of each quarter: Language, Literature, Math, Science, Social Studies, Exploratories, and P.E./Health.

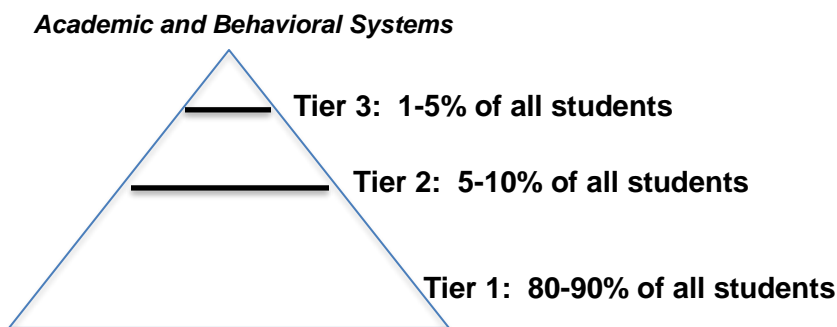
High Honor Roll/ Honor Roll Any student with a GPA of 3.50 or better in their academic subjects will be listed on the high honor roll; any student with a grade point average of 3.0 to 3.49 will be listed on the honor roll. Eighth graders who are on the honor roll or high honor roll at the end of the school year will receive a certificate of achievement at commencement.

Multi-Tier System of Supports Changes in federal and state laws have directed school to focus more on helping all children learn by addressing problems earlier within the general education setting. These new laws emphasize the importance of providing high quality, scientifically-based instruction and interventions, and hold schools accountable for the adequate yearly progress of all students. This new process of providing interventions to students who are at risk for academic or behavioral problems is called MTSS (Multi-Tier System of Supports). MTSS is a process designed to provide interventions that are matched to student needs and monitored on a regular basis. The information gained during the MTSS process will be used by school personnel and parents to adapt instruction in support of the student's educational program.

Perhaps the greatest benefit of an MTSS approach is that it eliminates a "wait to fail" scenario because students get help promptly within the general education setting. As soon as academic and or behavioral data indicates a problem area for a student or a group of students, interventions will be developed. To develop appropriate interventions, the Intervention Team (classroom teacher, principal, social worker, school psychologist and / or

other specialists) may gather information through such methods as direct observations, screenings, and a review of previous academic and/or behavioral records. While the interventions are taking place, school staff will monitor the progress that these students are making in the identified areas. These progress monitoring techniques used within the MTSS process provide information that determines the impact of instruction, resources, and interventions.

The MTSS 3-Tiered Pyramid



What Do the MTSS Tiers Mean for My Child?

At Tier I:

- The curriculum for all students is scientifically based and aligned to State Standards
- All students are screened/benchmarked three times a year (fall, winter, spring)
- Benchmarking/screening results will be shared with parents

At Tier II:

- Identified students receive supplemental instruction/interventions, generally delivered in small groups during the school day through regular classroom
- Student's progress is monitored on a regular basis
- Parent will be kept informed of student's progress

At Tier III:

- Dwight Common School involves parents by explaining the process in a face-to-face meeting, providing a written intervention plan and requesting parental consent
- Student receives individualized intensive intervention that target the student's skill deficits(s)
- Tier III interventions are in addition to general classroom instruction and Tier II small group instruction
- Student's progress is frequently monitored

CAFETERIA AND FOOD PROGRAMS

School Breakfast & Lunch Program Breakfast is served every school day from 8:00AM to 8:15AM. Lunch is served every school day from 11:00AM to 12:30PM, except when there is a 2:00PM dismissal and lunches are earlier in the day.

A student may purchase breakfast for \$1.75. A student may bring a sack lunch from home or may purchase a school lunch for \$2.85 and/or milk for \$0.60. (Meal/milk prices are subject to change.) Students may purchase lunch tickets daily or by the week, month, or year. Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

Students may not leave campus during lunch, except with permission granted by administration and/or authorized staff. If permission is granted for the student to leave campus to eat lunch with a parent/guardian, the student must be signed out in the office and signed back in at the office by the parent/guardian. The student shall not bring beverages, food, candy, and/or snacks back to school if they leave campus for lunch.

Cafeteria Expectations Students are expected to display appropriate behaviors and follow the PBIS Core 4: RESPECT SELF - RESPECT OTHERS - RESPECT PROPERTY - RESPECT LEARNING at all times during the school day. Teachers and staff members will go over the cafeteria expectations at the beginning of the school year. Inappropriate behavior will result in disciplinary action in according to the school's disciplinary procedures.

Expected Student Cafeteria Behaviors

Students **WILL BE EXPECTED** to abide by the following:

- Use good manners and exhibit courteous eating habits.
- Proceed directly to the cafeteria or designated lunch area, and after getting his/her lunch, shall immediately sit at the designated table.
- Be welcoming of all students to fill empty seats at the table.
- Remain seated unless given permission from the lunch room supervisor.
- Consume all food and drink in the cafeteria unless under the direct supervision of a teacher.
- Show respect and follow the instructions of the cafeteria aides and all cafeteria personnel.
- Show respect and immediately become silent when staff or presenters make announcements in the cafeteria.
- Report spills and broken containers to cafeteria staff immediately.
- Students are responsible for the cleanliness of their area.
- Clean area table top/check under table for any trash upon dismissal from supervisor.
- Take all trays and eating utensils to the counter of the dishwashing room.
- Dispose of trash in the appropriate receptacle.
- Line-up/exit the cafeteria as directed by the supervisor.

Prohibited Student Cafeteria Behaviors

Students **ARE NOT ALLOWED** to do the following:

- Save seats for other students
- Save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service
- Leave his/her seat or the cafeteria without permission from the supervisor.
- Loudly talk, yell, scream, and/or make other disruptive sounds/noise
- Throw food, drinks, or other items
- Trade food

Students with Food Allergies 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 administration at (815) 584-6220.

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.

SCHOOL FEES

School Fees Required registration fees for PK-8th grade will be announced prior to the opening of registration each school year. In addition to general registration fees, the following may apply:

- Students in 5th-8th grades are required to purchase 2 locks (hallway & PE) for an additional fee.
 - Locks should be re-used each year. Lost locks can be replaced for an additional fee.
- Students in 5th-8th grades are required to purchase a school issued PE uniform for an additional fee.
- Students attending summer school may be charged per course taken; summer school fees are subject to change and the responsibility of the parent/guardian.
- Athletics/Activities Fees: Students in 5th – 8th grade who participate in extra-curricular athletics and/or activities are required to pay an additional fee for participation that is subject to change each year.

Fines, Fees, and Charges; Waiver of Student Fees The school establishes fees and charges to fund certain school activities. Parents are encouraged to pay any fees and/or charges accrued by the end of each marking period. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

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

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

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- 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.

ATTENDANCE

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

Student Absences There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

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

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. **The school may require documentation explaining the reason for the student's absence.**

In the event of any absence, the student's parent/guardian is required to call the school at [phone number] before 8:00AM to explain the reason for the absence. If a call has not been made to the school by 10:00AM 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/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Release Time for Religious Instruction/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.

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. When parents report the absence of their child to the office they may request homework assignments be collected. To allow teachers to prepare, homework will not be available for pick up before 3:15PM. It is the responsibility of the students to obtain their assignments upon their return to school. Students are given the day they return to collect their missing assignments and then one day for every day they have missed to complete their work for full credit.

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days are considered

chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

Truancy/Excessive Absences A student who is absent from school without valid cause for 5 percent or more of the school year ($180 \times 5\% = 9$ days) is considered to be a chronic or habitual truant.

- Upon the student's 5th unexcused absences the school will send a "Notice of Absenteeism" letter to the parent/guardian concerning the child's absences. The ROE Attendance Officer is notified about the student's unexcused absences.
- After a student has 9 unexcused absences, the school contacts the Truant Officer. At this point the State's Attorney will be notified about prosecuting a "truant minor in need of supervision."

Tardies – To School or Class It is important to have your child at school on time each day. For students in the 5th-8th Grade, upon every 4th unexcused tardy to school or to class per term, this will result in disciplinary action. Tardies to school after 9:00AM, will be indicated as a half-day unexcused absence in the student's attendance record. If your child accumulates an excessive number of unexcused tardies, you may be contacted by the County Truancy Outreach Program. When students enter the school after 8:00AM they must obtain an admit slip prior to reporting to class.

Compulsory attendance laws place the ultimate responsibility for attendance upon the student and their parents. Generally, in accordance with district policy, absences can be classified into one of four categories:

1.0-Excused Absence: This absence is defined as personal illness, death in the family, or extenuating circumstances approved by the administration. Absences classified as Excused permit the student to make up assessments as long as the makeup is accomplished within the time limit established by the school. A student with an excused absence has the day the student returns to school to collect the assignment(s) and one additional school day to make up the work for each day absent. Arrangements for tests and quizzes should be made with the teacher giving a quiz or test within that same time frame.

- 1.1 Head Lice - A child will receive an excused absence for the first day they are sent home and two additional consecutive days for treatment, if needed. Continued absences related to the initial occurrence of lice will be considered unexcused.

2.0-Pre-Arranged Absence, Excused: This absence is defined as that which can, and should be, arranged for in advance. Generally, two days of advanced notice are requested for each day of anticipated absence. To receive credit for work assigned in advance, the work must be completed upon the student's return to classes. Absences in this category include:

- 2.1 Doctor or dental appointment verified by appointment card
- 2.2 Court appearance verified by an official summons
- 2.3 Religious appointments verified by a note from the clergy
- 2.4 Participation in school activities

3.0-Pre-Arranged Absence, Unexcused: This absence is defined as that which can, and should be, arranged for in advance, but will not be excused. Students will be allowed to make up their missed work for a maximum of ten (10) days per year. If absences in this category exceed ten cumulative days in a year, work missed on the eleventh day forward will receive a grade of zero. Two days of advanced notice for each day of planned family vacation are requested. Work assigned will be given full credit if it is completed upon the student's return to classes. Absences in this category include:

- 3.1 Family vacations or trips of educational value
- 3.2 Job related work at home or at a family owned business

4.0-Unexcused Absence: An unexcused absence is defined as willful absence from any portion of the school day with or without permission of the parents and without prior approval of the school. Absences in this category will result in a zero being issued for all graded work missed, with the exception of out-of-school suspensions. Students absent for reasons in this category are subject to additional disciplinary action. Absences in this category include:

- 4.1 Truancy or skipping class
- 4.2 Oversleeping
- 4.3 Shopping, haircuts, beauty appointments
- 4.4 Recreational trips
- 4.5 Out of school suspensions
- 4.6 Running errands for family or friends on school time
- 4.7 Babysitting

Pupil Sign Out Students excused from school by parents during the day must have a note from a parent/guardian and must be signed out by the parent/guardian in the office. Students who become ill during the school day must have parent permission to be excused from school before being sent home. Parents/guardian who are picking up children must come to the office to sign out the student. If a student returns to school on the same day, it is necessary to sign in at the office before returning to class.

Attendance at School Dances Attendance at school-sponsored dances is a privilege. Only students who attend the 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 a student in an equivalent grade level to those attending the dance and must be in good standing with their resident school. 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.

Home and Hospital Instruction A student who is absent from school, or whose physician, physician assistant or licensed advanced 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 will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the building administration.

STUDENT CONDUCT

Dwight Common School is a learning community. One of the core values of Dwight Common School is to provide an academic atmosphere which nurtures intellectual activity. The rules and regulations of the school are the laws of this community. This atmosphere is best fostered when the relationships between members of the community are guided by the following principles that each has an obligation to respect: the fundamental rights of individuals, the rights of others, based upon the nature of educational process, the rights of the Dwight Common School, and adherence to local, state, and federal laws.

A good plan for discipline includes organization to prevent problems, along with praise, appreciation and recognition for effort and achievement in addition to consequences for unacceptable behavior. This procedure does not define all types and aspects of students' behavior, but rather basic areas to help each student conduct themselves in a proper manner as a member of the school community.

PBIS--POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

(View our school-wide Matrix of Expectations on the school website.)

It is the goal of Dwight Common School administration, teachers, and staff to help each child develop self-discipline and to realize their potential. Together, the home, the school, and the community share the responsibility of developing good citizens. With that goal in mind, the Dwight Common School PBIS program is based upon our philosophy of recognizing positive contributions of students as well as supporting students who need extra assistance to reach school-wide expectations.

Through our school-wide matrix, expectations of behavior are taught, modeled, and practiced by all students in a variety of settings in the school. The Redbird "CORE FOUR" is the following:

1. RESPECT SELF 2. RESPECT OTHERS 3. RESPECT PROPERTY 4. RESPECT LEARNING

Students who follow the matrix and behave in a positive manner will be recognized and rewarded through a variety of activities and celebrations. In addition, students will also receive "Redbird Bucks" as rewards for displaying respectful behaviors. These Bucks will then be entered into drawings for prizes. Students who choose not to meet the school-wide expectations may lose PBIS rewards. They will also be subject to additional disciplinary action by the teacher or administration.

At Dwight Common School, we are dedicated to creating a safe and positive learning environment for all of our students. We value and appreciate your support!

School Dress Code / Student Appearance

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 following rules for appropriate dress will apply:

1. Extremely short (above the students middle fingertip when their arms are relaxed at their sides) or tight shorts; will not be allowed.
2. Pants/shorts must be worn at the waist at all times.
3. Pants that have modest holes in them are permitted as long as the holes are below the student's middle fingertip when their arms are relaxed at their sides.
4. Clothing exposing the chest, mid-bodies, or are 'see-through' in nature (without appropriate undergarments), pajama tops or bottoms, or other clothing which is deemed immodest or distracting by the school administration are not to be worn.

5. Underwear should not be visible at any time.
6. Shirts, blouses and tops that are not tucked in must be long enough to cover the midsection and/or lower back when the student is in a standing or sitting posture.
7. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
8. Shoes with laces must have laces tied at all times.
9. Grooming styles, including hairstyling and/or hair coloring, deemed distracting by the school administration will not be allowed.
10. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
11. Physical education uniforms are not to be worn as proper school attire.
12. Hats, coats, bandanas, sweat bands, and sun glasses are not to be worn in the building. Hats worn on school grounds must be straight and to the front.
13. Yoga pants or tight fitting workout pants may be worn if the accompanying shirt is long enough to reach the students middle fingertip when their arms are relaxed at their sides.
14. Students are not to cut, write, or mark on their skin for any reason.
15. Chains are not to be worn in the building. If there is any doubt about dress and appearance, the building principal will make the final decision. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Playground

1. Students will not throw rocks, snowballs, or iceballs, etc.
2. The playground equipment is to be used only for the purpose it was designed. Junior high students may not utilize playground equipment. Abuse of the equipment will result in a student losing their privilege to use equipment.
3. No contact sports are allowed on the playground.
4. Students are not to enter the building without special permission from the teacher.
5. No Fighting; negative physical contact of any kind is prohibited.
6. All students will immediately stop playing when the teacher/supervisor blows the whistle.
7. The teacher/supervisor is responsible for the conduct of their area of play. Students will obey them without question.
8. Golf balls, baseballs, roller skates, pogoballs, and skateboards are not acceptable for playground use.
9. Students are not to play around cars in the parking lot, near windows, or the dumpsters.
10. Recess and noon play will be held outside on days that the administration deems the weather is appropriate. Students should dress accordingly.
11. Keep hands and feet to self at all times.

Lockers

Hall lockers will be assigned to 5th-8th grade students and **MUST BE LOCKED AT ALL TIMES**. Students will adhere to the following regulations:

1. Only school-sponsored locks are allowed on lockers.
2. Combinations should not be shared with anyone.
3. Students may not change lockers without the administration's approval.
4. Lockers should be kept neat and orderly at all times.
5. Students are responsible for their assigned locker and will treat it with respect; sharing of lockers is not allowed.
6. Items which are not permitted in lockers include weapons, open beverages of any kind, tobacco products, controlled substances or dangerous drugs, noisemakers, hairspray, cologne, perfume or perfumed lotion.
7. Students who bring/store their lunches in their lockers, are not permitted to consume them outside the

cafeteria without teacher permission.

8. Students whose locks are damaged, who lose their locks, or require a change of locks will be charged \$5.00 to offset the cost of replacing/changing the lock. The administration maintains and controls locker equipment issued to students and thereby has the prerogative to periodically conduct inspections of such equipment and its contents. The school cannot be held responsible for locks that become lost or stolen or for missing property from student lockers.

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

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

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

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

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

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

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

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.

Student Discipline Procedures As a general rule, consequences will follow the steps listed in our disciplinary matrix. However, teachers and administrators have the authority to respond at any step based on the circumstances and the actions of the student(s). Discipline consequences are progressive as disruptive behaviors continue. Every effort will be made to identify the problem areas and help remediate the issue before it reoccurs. Extreme offenses will result in any one or combination of the disciplines designed for serious offenses or recommendation for expulsion. Continued offenses may be addressed through a combination of interventions, counseling and discipline before more severe disciplinary measures are taken. Application of school rules applies to all students whether on school grounds, during school hours, or while attending school-sponsored activities.

Reporting of offense: Violations of law or school rules should be reported to the Principal or designees by school personnel and students, law enforcement officials, or others serving in an official capacity who witness the suspected offense.

Copies of all School District policies on student behavioral expectations and consequences are available online through the School District's website or in the school office.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- 14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; 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.
5. During periods of remote learning.

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

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

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

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

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

Gang & Gang Activity Prohibited "Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

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

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

Special Notes

- No disciplinary action will be taken without written documentation.
- 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 students and their personal effects. "School authorities" include school liaison police officers.
- The Disciplinary Matrix and explanations of each category will be posted on the school website at www.dwightk12.org and will contain the most up to date information at the time of posting. The Matrix is a working document that may change throughout the school year; if so the up to date version will be distributed and reposted on the schools website.

DETENTION, SUSPENSION, EXPULSION, DUE PROCESS

Detention Students may be detained after school for disciplinary reasons. Students issued a detention will be allowed a minimum of 24 hours to arrange transportation. Unless otherwise stipulated, classroom detentions will last anywhere from 30 minutes up until 1 hour. Students will not be allowed to use the phone after a detention.

Saturday Detention Saturday detentions will be scheduled on Saturday mornings from 8:00-10:00AM or 8:00AM until 12:00PM. Students are to enter the building through the Cafeteria doors between 7:45AM and 8:00AM. The doors will be locked at 8:00AM.

- Students must bring school related work and the session will be spent studying. There will be no talking, sleeping, working with other students, eating, drinking, recreational games, etc. Students may bring appropriate (supervisor decision) books, novels, or magazines.
- Students are required to be on time, complete the length of the detention, and provide their own transportation.

- Students will not be given access to other parts of the building with the exception of the restrooms.
- Students who are late, misbehave, fail to bring study materials, or in any way fail to successfully complete the assigned detention will be placed on an in-school suspension (ISS) for the next school day(s) based on a progressive schedule (i.e. first uncompleted Saturday detention results in one ISS, second uncompleted Saturday detention results in two ISS, etc.). Students may postpone serving a Saturday detention for **one** Saturday in the event of illness, death in the immediate family, or other extreme emergency situation. *Any postponement must first be cleared with the Administration by the parent/guardian.* Unacceptable reasons for postponement include working, extracurricular activities, family/recreational trips, etc. **Multiple detentions must be served on consecutive Saturdays.**

Suspension Students may be suspended who are flagrantly disobedient or insubordinate, persistently disruptive to the orderly educational process, or jeopardize the psychological and/or physical welfare of others. Suspension is defined to mean an exclusion of a student from school and all school-sponsored activities, from riding the bus, or from a particular class or period of the day. Suspensions shall be for a period of time not to exceed ten (10) school days by summary action of the Administration.

The student will be presented with the charges against him/her and the evidence to support such charges. If the student denies the charges, an opportunity will be given to the student to present an explanation in a conference with the Administration. If a final decision to suspend is made, such suspension will be reported immediately to the parents or guardians and the Superintendent of Schools. A full statement of reason(s) for such suspension and a notice of their right to a review shall be sent to the parents or guardians. Parents/guardians may then request a review of the suspension with the Administration and/or Superintendent of Schools. During an out of school suspension, the student will be counted absent (unexcused). While suspended, students will have the right to make up missed work for full credit, including pre-arranged quizzes and/or exams.

Expulsion Only the Board of Education has the authority to expel a student from school. Depending upon the seriousness and/or frequency of a student's behavior, the administration may recommend to the Superintendent that the individual be expelled from school. The superintendent will, in turn, notify the Board if he/she is in agreement with the proposal. The Board will ensure that the student receives fair treatment consistent with federal and state laws in accordance with the due process rights of the individual. The State Board of Education of the State of Illinois specifies these rights.

School Activities Conduct Student and adult fans found to be in gross violation of the ethics of competition or the principles of good sportsmanship may be barred by the Board of Education from interscholastic activities. The Boards may make and enforce reasonable rules of conduct and sportsmanship for athletic and extracurricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that a written 10- day notice of the violation is given such person and hearing had thereon by the Board pursuant to its rules and regulations. The administration of the schools may sign complaints as agents of the school against persons committing any offense at school events.

Sexual Harassment & Teen Dating Violence Prohibited It is the policy of the Dwight School District #232 to provide students, faculty, and staff an environment free of unwelcome sexual discrimination, sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. Complaints should be filed with a building principal as soon as possible.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such

- conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 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.

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 coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinators are the building administrators.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

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 status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Students are encouraged to immediately report bullying. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers: Principal or Assistant Principal 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.

TECHNOLOGY

The use of the Dwight Common School Technology/Communication system is a privilege that may be revoked by the administration, faculty and staff at any time for abusive conduct. Such conduct may include, but is not limited to, the placing of unlawful information on the system, the use of obscene, abusive or otherwise objectionable language in either public or private messages, or violation of the student Computer Code of Ethics as stated below. All abuses of computer privileges are considered serious offenses. Offenses, which the administration, staff or instructors decide are unlawful, obscene, abusive or otherwise objectionable, may result in expulsion from Dwight Common School.

The Dwight Common School administration, faculty and staff reserves the right to review and remove any student's files and data records used on the Dwight Common School technology/communication system, which violate the Code of Ethics below. Each student and his/her parents or guardians will be asked to review the Technology Code of Ethics. Each student and their parents must agree in writing that the student will abide by the Dwight Common School Technology Code of Ethics before they may use the electronic technology available at Dwight Common School. This form will be kept on file.

Technology Code of Ethics

1. I will not use the technology/communication system at Dwight Common School to harm others.
2. I will not interfere with other's use of the technology, including opening other's files without their permission.
3. I will not use the computer to steal.
4. I will not use the computer to misrepresent my school or myself.
5. I will not copy software unless approved by an instructor.
6. I will not use equipment without authorization.
7. I will not copy text or ideas from the technology resources without permission from the author or referencing source.
8. I will be responsible for any consequences that arise from or that are a result of my computing activities.
9. I will use both the equipment and the programs in ways that show consideration, care and respect.
10. I will be financially responsible and liable for any damages to either hardware or software resources that result from inappropriate or abusive behavior.
11. I will not allow another person to use my log on (ID) and password, nor will I use anyone else's ID and password.
12. I will abide by all rules and regulations of the System as changed or added from time to time by the administration of Dwight Common School.
13. I will address all concerns regarding the use of technology first to the supervising teacher and/or school librarian and then to the principal.
14. I will not visit obscene websites.

Electronic Devices Electronic Devices brought to school must be turned off upon students entering the building. Devices are to be stored in the student's locker during normal school hours. Cell phones may be used to contact parents/guardians for transportation or school related questions, before or after school, with staff permission and supervision. As for the educational use of electronic devices, this will be granted on an as needed basis with teacher permission and supervision. Students that wish to use their technology in the classroom must be on the school network and given permission by the Technology Director. Students are not to share their personal devices, and the school district is not liable for lost, damaged, or stolen items. At no time during the school day will electronic devices be allowed in the locker rooms or restrooms. If a student is found using their device for non-educational reasons the following consequences will be enacted:

Consequences for Violation of Electronic Device Policy

- 1st offense = Confiscation of Device, given to office and returned to student at the end of the school day, loss of privileges for 5 school days.
- 2nd offense= Confiscation of Device, given to office and Parent/guardian must pick up from the office, loss of privileges for 15 school days, and a 2 Hour Saturday Detention will be assigned.
- 3rd offense = Confiscation of Device, given to office and Parent/Guardian must pick up from the office, privileges lost for the remainder of the school year, and a 4 hour Saturday Detention will be assigned.
- Subsequent Offenses will result in further disciplinary action.

*** As a general rule, consequences of the electronic policy will follow the steps above. However, the administration has the authority to respond at any step based on the circumstances and the actions of the student(s). In addition to or in conjunction with the consequences mentioned above, the disciplinary actions listed in the Disciplinary Matrix may be followed.

Google Apps for Education (GA4E) The Dwight Public School District #232 utilizes Google Apps for Education for students in grades 6-8, teachers and staff. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of Dwight Public School's online presence in Google Apps for Education (GA4E):

Mail – an individual email account for school use, managed by Dwight Public Schools. Official email address: All students grades 6-8 will be assigned a username@dwightk12.org email account considered the student's official Dwight Public School email address until such time as the student is no longer enrolled with Dwight Public Schools.

Calendar – an individual calendar providing the ability to organize schedules, daily activities, and assignments

Docs – a word processing, spreadsheet, drawing and presentation toolset

Sites – an individual and collaborative website creation tool

Drive – an online internet based storage area for school related documents and files

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet connected device. Examples of student use include class projects, class assignments, and creating electronic portfolios.

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Dwight Public Schools presence in Google Apps for Education (GA4E). No personal student information is collected for commercial purposes.

Internet Authorized Use Policy Each teacher, parent(s)/guardian(s), and student must read and sign an "Authorization for Internet Use" form as a condition for using the District's Internet connection. School Board members and administrators are treated like teachers for purposes of this Authorization. All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Student Use of Electronic Devices The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered- off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students are allowed to use electronic devices during non- instructional time, which is defined as before and after school. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination

Annual 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 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

MEDICAL AND HEALTH INFORMATION

Head Lice Policy

Dwight Common School has adopted the following policy regarding instances of head lice:

1. Inspections done on individuals at teacher request.
2. An administrator, school nurse, teacher, and/or certified registered nurse volunteer will inspect heads, if deemed necessary by the Principal.
3. If head lice are found, parents will be notified.
4. Written or verbal instructions will be given to parents concerning procedures to follow.
5. Absences for lice/nits – A child will receive an excused absence for the first day they are sent home and two additional consecutive days for treatment, if needed. Continued absences related to the initial occurrence of lice will be considered unexcused.

Care of Students with Diabetes

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

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

For further information, please contact the building principal.

Required Health Examinations and Immunizations

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

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

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

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

Dental Examination Dental Examination All students entering kindergarten, second, sixth and ninth 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.

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

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.

Vision Screenings Vision screening will be done during the school year, as mandated, for the following children "Pre-K, Kindergarten, 2nd Grade, 8th Grade, and Special Education Students". Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening *if* an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child will be screened.

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.

The school wants to be certain that medicines are dispensed at the proper times and in proper dosages, as authorized by licensed physicians (parental consent), and to not fall into the hands of those for whom they are not prescribed. The following guidelines have been established to provide control and accountability of medication at Dwight Common School:

1. No prescribed medication will be disbursed without a signed parent and physician consent form on file in the office.
2. All medication, whether over-the-counter or prescription, is to be brought into the office by a parent/guardian, where it will be kept in a secure location.
3. All prescribed medication must be in a container appropriately labeled by the pharmacist or physician with the name of the drug and dispensing directions. All over-the-counter medication must be in the original container.

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

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

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

Students may self-administer (but not possess on their person) other medications required under a qualified plan,

provided the student's parent/guardian has completed and signed a School Medication Authorization Form

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

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).

The school nurse or trained personnel may administer a dose of undesignated epinephrine auto-injector to any person who the nurse or trained personnel in good faith believes is having an anaphylactic reaction. Parents wishing to OPT- OUT of the emergency medication administration must notify the school in writing.

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

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.

School Nurse A registered nurse is available at the school daily. The nurse's office is accessible through the main office. If a student becomes ill or injured, he/she should report to the nurse's office with a pass. The nurse will make the determination on whether the student should remain in school or be sent home. If the nurse is unavailable, another person from the office staff will assist the student.

Communicable Diseases

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. 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.

TRANSPORTATION

Bus Transportation The district provides bus transportation to and from school for all students living 1.5 miles or more from the school and select areas closer to the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the transportation department. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.

Bus Conduct Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days 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 administration deems to threaten the safe operation of the bus and/or its occupants.

Busing

School bus riders, while in transit, are under the jurisdiction of the school bus driver. Riders must:

1. Be on time at the designated school bus stop.
2. Be seated in their assigned seat and facing the front of the bus.
3. Sit where instructed by the bus driver, and not leave that seat while the bus is in motion.
4. Refrain from use of profanity at all times.
5. Remain in the bus in the event of a road emergency until the driver gives instructions.
6. Be absolutely quiet when approaching a railroad crossing.
7. Keep boots, packages, coats, and all other objects out of the aisles.
8. Refrain from willful defacement of bus property.
9. Be courteous and respectful to fellow pupils and the bus driver.
10. Keep hands, feet, and other objects to self.

Bus Discipline The driver may report students who refuse to follow the bus behavior rules or maintain appropriate behavior to the school office for disciplinary action. Parents are encouraged to realize discipline is enforced to provide a safe ride to and from school. Generally the following procedures will be used in disciplining a rider:

- **FIRST OFFENSE** – Meeting with an administrator. Verbal reprimand. Parents notified.
- **SECOND OFFENSE** – Meeting with an administrator. Suspension from the bus for 2 days. Parents notified.
- **THIRD OFFENSE** – Meeting with an administrator. Suspension from the bus for 5 days. Parents notified.

IN CASES OF EXTREME BUS MISBEHAVIOR A STUDENT MAY BE SUSPENDED FOR UP TO TEN (10) DAYS ON THE FIRST OFFENSE – ALL GRADES

Any further reports will result in an immediate bus suspension for up to ten days and referral to the Board of Education for possible suspension from the bus for the remainder of the school year. Bus riding is a privilege that may be revoked.

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

Bicycles

1. Students may ride their bicycles to school at the discretion of their parents.
2. Bicycles are to be walked while students are on school grounds (sidewalks).
3. Bicycles are to be parked immediately upon arrival on the school grounds. All bicycles should be locked as the school assumes no responsibility for the bicycles or damage to their accessories.
4. Bicycles should never be left at the school overnight.
5. Under no circumstances may bicycles be loaned to other students.
6. Negligent use of bicycles will result in disciplinary action.
7. The school retains the right to rescind bicycle privileges.

Dwight Common School– Student Medication Authorization Form

To be completed by the child's parent(s)/guardian(s).

This form is to be used for medication other than medical cannabis. (See 7:270-E2, School Medication Authorization Form - Medical Cannabis.) A new form must be completed every school year for each medication. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.

Student's Name: _____ Birth Date: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Emergency Phone: _____

School: _____ Grade: _____ Teacher: _____

To be completed by the student's physician, physician assistant with prescriptive authority, or advanced practice RN with prescriptive authority:

Prescriber's Printed Name: _____

Office Address: _____

Office Phone: _____ Emergency Phone: _____

Medication name: _____

Purpose: _____

Dosage: _____ Frequency: _____

Time medication is to be administered or under what circumstances: _____

Prescription date: _____ Order date: _____ Discontinuation date: _____

Diagnosis requiring medication: _____

Is it necessary for this medication to be administered during the school day? ☐ Yes ☐ No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving: _____

Prescriber's Signature _____ Date _____

For only Parent(s)/Guardian(s) of students requiring asthma inhalers and/or epinephrine injectors:

Is the asthma inhaler and/or epinephrine injector required under a qualifying plan pursuant to 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20?

☐ Yes ☐ No

Parent(s)/Guardian(s) please attach prescription label (asthma inhaler) and/or written statement (epinephrine injector) here:

For asthma inhalers, attach the prescription label with the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered. 105 ILCS 5/22-30(b)(2)(i).

For an epinephrine injector, attach a written statement from the student's physician, physician assistant, or advanced practice registered nurse containing the name and purpose of the epinephrine, injector; the prescribed dosage; and the time or times at which or the special circumstances that the epinephrine injector should be administered. 105 ILCS 5/22-30(b)(2)(ii)(A)-(C).

For only parents/guardians of students who need to self-administer medication required under a qualifying plan:

I grant permission for my child to self-administer his or her medication required under an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action and Treatment Authorization Form, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20.

Medication(s) other than asthma inhalers and/or epinephrine injectors (complete section above) required under a qualifying plan that student is permitted to self-administer:

Prescription date: _____ Order date: _____ Discontinuation date: _____

Diagnosis requiring medication: _____

Is it necessary for this medication to be administered during the school day? ☐ Yes ☐ No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving : _____

Prescriber's Signature

Date

If the medication is an asthma inhaler or epinephrine injector, be also sure to complete the section above and attach the required label and/or written statement as required above.

Please initial to indicate (1) receipt of this information, and (2) authorization for your child to self-administer medication under a qualifying plan.

Parent/Guardian Initials

For only parents/guardians of students who need to carry and use their asthma medication or an epinephrine injector:

I authorize the School District and its employees and agents, to allow my child to self-carry and self-administer his or her asthma medication and/or epinephrine injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine injector. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799, eff. 1-1-19.

Please initial to indicate (1) receipt of this information, and (2) authorization for your child to carry and use his or her asthma medication or epinephrine injector.

Parent/Guardian Initials

For all parents/guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine injectors, opioid antagonists, or asthma medication to my child when there is a good faith belief that my child is having an anaphylactic reaction, opioid overdose, or asthma episode, whether such reactions are known to me or not, and if applicable, undesignated glucagon when authorized by my child's diabetes care plan and if my child's glucagon is not available on-site or has expired. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799; 105 ILCS 145/27, added by P.A. 101-428. **I acknowledge that it may be necessary for the administration of**

medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and

I 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 the administration or the child's self-administration of medication.

Parent/Guardian Printed Name

Address (if different from Student's above): _____

Home Phone: _____ Cell Phone: _____ Emergency Phone: _____

Parent/Guardian Signature Date

Cross Reference:

PRESS 7:270, Administering Medicines to Students

PRESS 7:270-AP, Dispensing Medication

PRESS 7:270-E1, School Medication Authorization Form