

DONOVAN
COMMUNITY UNIT SCHOOL DISTRICT #3
DONOVAN ELEMENTARY SCHOOL
2561 E. US Hwy 52
DONOVAN, ILLINOIS 60931
www.donovanschools.org
815-486-7321

STUDENT HANDBOOK

2020 - 2021

Mighty Bobcats

| | | |
|---------------------------------|--------------------|------------|
| Superintendent/K-5 Principal | Mr. Toby Coates | 486 – 7321 |
| School Counselor | Ms. Holly Robinson | 486 – 7395 |
| District Technology Coordinator | Mrs. Jewel Legan | 486 – 7395 |

Faculty, staff, and administration reviewed the handbook. The handbook committee meeting was held on March 12, 2020. The Board reviewed the handbook and handbook committee recommendations and approved changes on August 26, 2020.

TABLE OF CONTENTS

I. INTRODUCTORY INFORMATION & GENERAL NOTICES

| | |
|---|--------|
| A. <u>General School Information</u> | p. 4 |
| B. <u>Daily Schedule</u> | p. 4 |
| C. <u>School Day + E-Learning</u> | p. 4-5 |
| D. <u>Visitors</u> | p. 5 |
| E. <u>Bringing Items to School</u> | p. 5-6 |
| F. <u>Change of Address or Telephone</u> | p. 6 |
| G. <u>Equal Opportunity and Sex Equity</u> | p. 6 |
| H. <u>Animals on School Property</u> | p. 6 |
| I. <u>School Volunteers</u> | p. 6 |
| J. <u>Invitations</u> | p. 6 |
| K. <u>Treats & Snacks</u> | p. 6-7 |
| L. <u>School Closings</u> | p. 7 |
| M. <u>School Alert</u> | p. 7 |
| N. <u>Accommodating Individuals with Disabilities</u> | p. 7 |
| O. <u>Students with Food Allergies</u> | p. 7-8 |
| P. <u>Care of Student with Diabetes</u> | p. 8 |
| Q. <u>School Counselor</u> | p. 8 |
| R. <u>School Library</u> | p. 8 |
| S. <u>Student Accidents</u> | p. 8 |
| T. <u>Insurance</u> | p. 8 |
| U. <u>Telephone Messages</u> | p. 8 |
| V. <u>Suicide and Depression Awareness and Prevention</u> | p. 9 |
| W. <u>Lockers</u> | p. 9 |

II. ATTENDANCE, PROMOTION & GRADUATION

| | |
|---|----------|
| A. <u>Attendance</u> | p. 9 |
| B. <u>Student Absences</u> | p. 9-10 |
| C. <u>Truancy</u> | p. 10 |
| D. <u>Truancy Notification to Parents/Guardians</u> | p. 10 |
| E. <u>Release Time for Religious Instruction/Observance</u> | p. 10 |
| F. <u>Returning to School After an Absence</u> | p. 10-11 |
| G. <u>Absentee Assignments</u> | p. 11 |
| H. <u>Make-Up Work</u> | p. 11 |
| I. <u>Pre-Arranged Absences</u> | p. 11 |
| J. <u>Evening Activity Following an Absence</u> | p. 11 |
| K. <u>Tardy</u> | p. 11 |
| L. <u>Signing Out to Leave School</u> | p. 11 |
| M. <u>Perfect Attendance</u> | p. 12 |
| N. <u>Homework</u> | p. 12 |
| O. <u>Grading & Promotion</u> | p. 12 |
| P. <u>Academic Standing / Grading Scale</u> | p. 12 |
| Q. <u>Awards Day Recognition</u> | p. 12 |
| R. <u>Physical Education Excuses</u> | p. 12-13 |
| S. <u>Home and Hospital Instruction</u> | p. 13 |

III. STUDENT FEES & MEAL COSTS

| | |
|--|----------|
| A. <u>Student Fees</u> | p. 13 |
| B. <u>Activity Fee</u> | p. 13-14 |
| C. <u>School Breakfast & Lunch Program</u> | p. 14 |

IV. TRANSPORTATION

p. 14-15

V. HEALTH & SAFETY

- A. Immunizations, Physical & Dental Examinations p. 15-16
- B. Vision Screening p. 16
- C. Student Medication p. 17
- D. Communicable Diseases p. 18
- E. Lice p. 18
- F. Rashes p. 18
- G. Fever p. 18
- H. Emergency Drills and Equipment p. 18

VI. DISCIPLINE & CONDUCT

- A. Student Behavior p. 19-23
- B. Prevention of/and Response to Bullying, Intimidation & Harassment p. 23-24
- C. Due Process Procedures p. 24-25
- D. Sexual Harassment p. 25
- E. Public Display of Affection p. 25
- F. Social Media Passwords p. 25
- G. Memberships in Unauthorized Student Groups p. 25
- H. Conduct at Athletic Events p. 25-26
- I. Field Trips p. 26
- J. Dress Code p. 26
- K. Lunchroom p. 26-27
- L. Student Possession & Use of Cell Phones/Pagers Policy p. 27

VII. INTERNET, TECHNOLOGY & PUBLICATIONS

- A. Non-School Sponsored Publications/Websites p. 27
- B. Computer and Internet p. 28-29

VIII. SEARCH & SEIZURE

p. 30-31

IX. EXTRA-CURRICULAR & ATHLETIC ACTIVITIES

- A. Athletics p. 31-33
- B. Inclement Weather p. 33

X. SPECIAL EDUCATION

- A. Special Education p. 33
- B. Related Service Logs p. 34
- C. Education of Children with Disabilities p. 34
- D. Discipline of Students with Disabilities p. 34
- E. Access to Classroom or Personnel for Evaluation/Observation p. 34

XI. STUDENT RECORDS & PRIVACY

- A. Student Privacy Protection p. 34-35
- B. Student Records p. 35
- C. Directory Information p. 37
- D. Destruction of Student Records p. 37

XII. PARENTAL RIGHTS NOTIFICATION

- A. Homeless Child's Right to Education p. 38
- B. Sex Offender Notification p. 38
- C. Body Safety Instruction p. 38
- D. Teacher Qualifications p. 38
- E. Pesticide Application Notice p. 39
- F. English Language Learners p. 39
- G. Parent Notices Required by the ESSA p. 39-40
- H. School Visitation Rights p. 40
- I. Supplemental Programs p. 40

I. INTRODUCTORY INFORMATION & GENERAL NOTICES

GENERAL SCHOOL INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.donovanschools.org or at the Board office, located at: 600 North Street, Donovan, IL 60931

The School Board governs the school district, and is elected by the community. Current School Board members are:

| | |
|---------------------------------|---------------------------|
| Joe Schultz, President | Kelly Frey, Member |
| Dave Munson, Vice-President | Christopher Brown, Member |
| George Wisniewski, Secretary | Brian Gouwens, Member |
| Gayle Fletcher, Board Treasurer | Alison Setty, Member |

The School Board has hired the following administrative staff to operate the school:

- Toby Coates, Superintendent / K-5 Principal
- Andy Jordan, Jr. Sr. High School Principal
- Holly Robinson, Guidance Counselor

The school is located and may be contacted at: 2561 E. US Hwy 52, Donovan, IL 60931

DAILY SCHEDULE: ELEMENTARY BUILDING

| | |
|---|---------------------------|
| 8:00 – Teachers in classrooms | 3:05 – Prepare to dismiss |
| 8:05 – First bell | 3:10 – Dismiss |
| 8:10 – Tardy bell | 3:15 – Buses Leave |
| 10:50 – 11:10 – 4 th -5 th Recess/ 4 th -5 th Lunch 11:15-11:35 | |
| 10:50 – 11:10 – 2 nd -3 rd Lunch/2 nd -3 rd Recess 11:15-11:35 | |
| 11:35 – 11:55 – K-1 st Recess/ K-1 st Lunch 12:00-12:20 | |

Early dismissal times may be announced for special purposes.

SCHOOL DAY

Donovan Elementary's official school day will be from 8:10 AM – 3:10 PM. The building will be open to students at 7:45 AM. Teachers will supervise students entering the building through the main doors. Students are not to enter the building through other doors. Students will not be admitted to the building prior to 7:45 AM unless prior arrangements have been made, or inclement weather justifies entry. Students are to be in their assigned homerooms prior to the 8:10 bell or they are considered tardy.

Students riding with parents are discouraged from arriving before 7:45 AM due to lack of adequate supervision prior to that time. Parents bringing students to school by car are asked to park on the EAST side of the school. Passenger pick-up and drop-off is restricted to the drive directly east of the school. Parents are not to pull into the bus loading area to pick up or drop off children.

Students will be dismissed at 3:10 PM each day to board busses. Students wishing to be dismissed prior to this time are to be released only through the office. **Adults meeting up with students inside are also requested to wait for them at the office.** When the students are dismissed, they will come to the office to meet up with their escorts.

E-LEARNING DAY (Short Notice Closure)

Parent/Student Guidelines:

- The Donovan School District encourages students and/or parents to communicate with their teachers to ask questions and to help us ensure that their child's individual educational needs are being fully met.
- Chromebook assignments or packet work must be completed and turned in by the class time of the next day.
- Teachers will post class work by 9 AM. If making contact with a teacher is not possible, then parents must write a note that needs to be brought in the next day stating what the issue was. Students will then have one day to make up the work. If turned in after that day, the Late Work policy will go into effect.
- Students must log on by 10 AM and check into your first class of the day to be counted as "present" for attendance. Students identified without internet access will be counted present if they turn their packets in the next day.

Teacher Guidelines:

- Online work will be posted by 9 AM. Independent work must be prepared for each subject/class period that you teach.
- Staff needs to be available by email from 9 AM to 2 PM.
- Teachers will check attendance for their homeroom class.

VISITORS

There is no educational value in former or out-of-district students visiting our school. Elementary students (K-5) wishing to bring student visitors to school should consult with the Principal. Parents should drop off any forgotten items at the **MAIN OFFICE**. Please do not deliver these items to the classroom. This creates a distraction for learning and instruction. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct 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.

Cross-reference: PRESS 8:30, *Visitors to and Conduct on School Property*

BRINGING ITEMS TO SCHOOL

The only time students should bring toys, games, etc. to school is when the classroom teacher has given permission (special occasions, show and tell, etc.). The students will assume responsibility for items brought to school. Items specifically **NOT** to be brought to school include electronic items such as tape players, CD players, video games, cameras, headphones, pagers, and MP3 players. Other items include

knives, guns, other weapons or weapon “look alike”, hard balls, lighters, laser pens and pointers. Items brought to school against school policy will be confiscated and returned to a parent. Sports equipment such as balls, bats, racquets, and clubs should also not be brought – unless special arrangements have been made with the teacher. If your child’s bus driver has given special permission so your child can bring/use a game or listen to music while on the bus, these items are still not allowed at school. Your child will need to make arrangements for the bus driver to keep this item during the school day. In any case, the student is still responsible for any items brought to school. The school assumes no liability for items that are lost, damaged or broken.

CHANGE OF ADDRESS, TELEPHONE, OR EMAIL ADDRESS

If, during the school year, your home address, telephone number, email address, or work status should change, please inform the office as soon as possible. If you plan to move from the community, please notify the office as soon as your plans are complete. Also, please notify the main office of changes in a child’s caregiver or after-school arrangements.

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 Superintendent.

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 principal 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.

SCHOOL VOLUNTEERS

All school volunteers must complete the “Volunteer Information Form” and be approved by the building principal 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.

| |
|--|
| Cross-Reference: PRESS 6:250, <i>Community Resource Persons and Volunteers</i> |
|--|

INVITATIONS

Students are not allowed to pass out gifts, treats, and invitations at school unless **every** child in the class receives one. (School Law prohibits the giving out of names and addresses.)

TREATS & SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual

servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Parents may send treats for their child's birthday and other parties during the year. At the recommendation of the Illinois Public Health Department, for the purpose of preventing the spread of illness and disease, the elementary will only allow wrapped, peanut-free, store-bought treats to be distributed at school.

SCHOOL CLOSINGS

School cancellations, early closing or late starts due to weather conditions will be announced over the local television and radio stations as soon as decisions have been reached. **DO NOT CALL THE SCHOOL.** Radio stations used to broadcast school closings will be WGFA (94.1), WKAN (1320), WXNU (106.5). The Superintendent will also make announcements regarding school cancellations using the One Call Now phone alert system.

SCHOOL ALERT

School Emergency Broadcast System-One Call Now

One Call Now is an automated parent notification service that allows schools to contact thousands of parents within minutes. Your child's school has implemented One Call Now to substantially improve its ongoing communication with you. The partnership with One Call Now shows your school's commitment to you and to your child's education and safety. We will notify parents in the event of:

- Weather related school cancellations.
- Emergency and crisis situations.
- Reunification procedures for parents in the event of a crisis.
- Selected sporting event cancellations. (Tournament changes, etc.)
- Early Dismissal Notification

Sign-up is free and can be completed annually at student registration. To register online, go to www.donovanschools.org and follow the One Call Now link under the "Parent" menu.

****Please Note:** Once a person has opted out of receiving alerts, you must re-sign district One Call Now paperwork before your account will be reinstated.

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.

| |
|---|
| Cross Reference: PRESS 8:70, <i>Accommodating Individuals with Disabilities</i> |
|---|

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 principal at 815-486-7321. 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 support 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.

Cross Reference: PRESS 7:285, *Food Allergy Management Program*

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.

SCHOOL COUNSELOR

The School Counselor is available to help you with personal advice and counseling, as well as many other student services. Referrals to the counselor may be teacher, parent, or student-initiated. Parents wishing to speak to the counselor should contact the school office.

SCHOOL LIBRARY

Books and other materials may be checked out through the library. All fines must be paid for lost or damaged books.

STUDENT ACCIDENTS

It is the responsibility of the students to report to the teacher, coach or office AT THE TIME OF THE ACCIDENT... all facts pertaining to the accident. Please have the names of any witnesses. Should the situation warrant, your parent/guardian would be called and informed of the accident. In the event a parent/guardian cannot be reached, the individual designated on the student's emergency contact form will be notified. A student may not leave the building unless a parent/guardian or other designated individual has been notified and given consent.

INSURANCE

The school health insurance program is OPTIONAL for all students, but the school health insurance program can be purchased at any time during the school year. However, all students who elect not to participate in the insurance program are required to sign a waiver stating that they have sufficient insurance coverage and that the school will not be held responsible for injury or accident. Parents need to notify the office of any change in insurance coverage concerning their children.

TELEPHONE MESSAGES

We ask that you inform your child of changes in transportation or after-school plans before they leave for school since messages interrupt the instructional program. If an emergency message is necessary, the school must be called before 2:00 p.m. to allow the office enough time to deliver the message.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

LOCKERS

Generally, students in grades 2 – 5 are issued locker space. Lockers are school property and are subject to search or inspection at any time by school personnel and/or law enforcement personnel.

II. ATTENDANCE, PROMOTION & GRADUATION

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, 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 815-486-7321 before 8:00 a.m. to explain the reason for the absence. This does not authorize your child's absence; however, this does relieve the office of unnecessary concern and phone calls. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/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. Please make sure that the School Office has the appropriate phone numbers as to where you may be contacted. If a student misses 15 minutes of a class without a valid excuse, he/she will be counted as absent and unexcused for that class period. For example, if a student arrives at school at 8:20 a.m. they will be counted as absent, not tardy. Therefore, he/she must have a valid excuse for arriving so late. The administration does not consider over sleeping or chronic car problems as a valid excuse.

Absences will be tracked each semester. **Once a student accumulates six (6) absences in a semester, the seventh (7th) absence and each subsequent absence will be recorded as an unexcused absence.**

The only exceptions to this policy are:

1. If a student is ill for multiple days and provides a note from their physician, then these days only count as a single day of absence toward the limit of six (6) days per semester.
2. Any day that a student is absent after reaching the limit of six (6), but the student returns to school with a legitimate note that confirms a trip to the physician's office, will be counted as an excused absence.
3. Any day that a student is absent after reaching the limit of six (6), but the student must attend a funeral for a family member, will be counted as an excused absence.

Cross-reference: PRESS 7:70, *Attendance and Truancy*

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 without valid cause are 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.

Cross-references: PRESS 7:70, *Attendance and Truancy*

TRUANCY NOTIFICATION TO PARENTS / GUARDIANS

So that parents may keep abreast of the attendance pattern of their student, communication with parents will be regular. Once the student has accumulated four (4) recorded absences in a semester, the office will make out a form in duplicate. This form letter is designed to inform parents, students, and the office that the student has accumulated four (4) countable absences in a semester.

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 all missed work, including homework and tests, for equivalent academic credit.

Cross Reference: PRESS 7:80, *Release Time for Religious Instruction/Observation*

RETURNING TO SCHOOL AFTER AN ABSENCE

In order for a student's absence to be excused, the parent/guardian must call the office on the day of an absence and/or have the student bring a signed note by the parent/guardian, doctor, or dentist, to the

office on the first day back from any absences(s). Students who receive absences will have only one day (per day absent) to make up work. Students who receive an unexcused absence will not be permitted to make up work which was done or completed in class, including quizzes or tests, and will receive a *maximum of 59%* in any course work which was assigned during the absence. NOTES MUST BE TURNED IN BEFORE SCHOOL STARTS.

ABSENTEE ASSIGNMENTS

Students who are unable to attend school because of illness may obtain their assignments by calling the school office before 10:00 A.M. Either parents or friends may pick up the assignments at the office at the time appointed.

MAKE-UP WORK

If a student is absent from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

PRE-ARRANGED ABSENCES

1. Doctor or dental appointments: Appointment cards or a note from a parent/guardian must be presented to the Principal before school begins in the morning.
2. Trips of educational value: Authorized by the Principal at least 3 days in advance of the absence. A maximum of five (5) days will be allowed for trips. A note must be signed and dated by the parents and given to the Principal. Assignments must be completed as directed by the teachers.
3. The District discourages family trips. Students must have ALL assignments completed upon return from a trip. Assignments not upon return from a trip will be given a grade of 59%

EVENING ACTIVITY FOLLOWING AN ABSENCE

Students absent from school for reasons of illness **MAY NOT** attend or participate in after-school activities. Students participating in after-school activities are required to be in attendance for the last ½ of the school day for that specific day. If a student is absent from school on Friday, or the last day before a school holiday, the student must get permission from the coach, who must inform the athletic director or Principal.

TARDY

At the Elementary School, a student is tardy if he/she is not in class at the 8:10 bell. Tardy students **MUST** go to the office before entering class. Most tardies are considered unexcused (except late school buses). The Principal will review an unusually extensive tardiness record. Examples of excused tardies include doctors' appointments and funerals. Excessive tardies may accumulate into an unexcused absence. For example, three one hour tardies will equal a half day unexcused absence.

SIGNING OUT TO LEAVE SCHOOL

If a student must leave the school building because of illness or any other emergency, a parent/guardian must **SIGN** the student **OUT** and upon returning...**SIGN** the student **IN**. Failure to follow the proper procedure will result in an unexcused absence. Students may not leave the building with anyone other than parents/legal guardians or persons listed on the Emergency Contact form with parental verbal permission. If a student is to be picked up by anyone else, a parent must make the request in writing stipulating the date and who will pick the student up. In the case of an accident or an emergency, the parent must be contacted for permission to go home.

PERFECT ATTENDANCE

Perfect attendance is exactly as the title states: perfect - no exceptions, including tardies (excused or unexcused). Each quarter, students who have perfect attendance are given a certificate. Students who have received perfect attendance certificates for all four quarters will be given a Yearly Perfect Attendance Certificate.

HOMEWORK

Within each class, students may be assigned homework to complete work not done in class or to practice skills. Homework should be designed to reinforce concepts taught in class or to provide enrichment activities. Teachers will make every effort to make sure directions and assignments are clear and due dates are understood. Teachers will also communicate with each other to try to see that students are not given large quantities of homework by different teachers at the same time. Homework is due the following day, or a due date determined by the teacher. The suggested amount of homework is 10 minutes of homework per grade level. For example, this would mean that an average student in fourth grade could expect to receive approximately 40 minutes of homework; **however, this is just a suggestion.** The amount of homework will be based on the teacher's discretion, and they will take into consideration the student's learning style and abilities. If your child has excessive homework, it could be because the child is not doing his/her work during the allocated work time. A conference with your child's teacher is recommended if excessive homework occurs.

GRADING & PROMOTION

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Cross Reference: PRESS 6:280, *Grading & Promotion*

ACADEMIC STANDING/GRADING SCALE

| | | | | |
|-----------|----------|-----------------|----------|---|
| 97-100=A+ | 80-83=B- | 64-66=D | 90-100=E | Incompletes must be made up within 5 days of the end of the grading period or shall be recorded as "F" for the incomplete assignments or tests missed during absence. |
| 94-96=A | 77-79=C+ | 60-63=D- | 80-89=S+ | |
| 90-93=A- | 74-76=C | F= 59 and below | 70-79=S | |
| 87-89=B+ | 70-73=C- | I= Incomplete | 60-69=S- | |
| 84-86=B | 67-69=D+ | P= Pass | 0-59=U | |

AWARDS DAY RECOGNITION

***HIGH HONORS: All A's

***HONORS: A's and B's

PHYSICAL EDUCATION EXCUSES

Students will be excused from Physical Education in only these cases:

1. Parental Note presented to the P.E. instructor. This will be acceptable for only two days maximum.
2. Illness that day, the Principal will excuse the student from participating in P.E. that day.
3. Medical excuse...signed by a registered physician and presented to the P.E. teacher. The note MUST have inclusive dates as to when the excuse begins and when the student should return to P.E. Notes without inclusive dates will not be honored for periods longer than two days.

Students exempt from P.E. because of any of the 1, 2, or 3 causes stated above, are also ineligible for recess and athletics that same day or for the duration of the excuse.

Any student out with a doctor’s excuse must produce a doctor’s release to be readmitted to class.

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 principal.

Cross Reference: PRESS 6:150, *Home and Hospital Instruction*

III. STUDENT FEES & MEAL COSTS

STUDENT FEES

Each student will be charged a yearly fee for book rental. Other fees for insurance, workbooks, locks, class materials, etc., will vary according to the situation. Fees will be posted in the office. Fee waiver applications are available at registration or any Unit 3 office. The use of false information to obtain such waiver is a felony under Illinois law. Any inquiries should be directed to the Principal’s office.

Fees must be paid at REGISTRATION by check or cash. If a check is returned for insufficient funds, the person responsible for the check will be assessed a \$25.00 fee (effective July 2012, Policy 4:45-AP).

ALL DEBTS TO THE DISTRICT MUST BE PAID.

ACTIVITY FEE

Activity Fee \$15.00(*Optional)

*By paying fee - - this permits students (K-12) to attend all school activities at Donovan schools at no cost, excluding the school play(musical), tournaments, and county and state events. The activity fee will also cover bus costs for all approved field trips, excluding meals or admissions. Activity Fee will not be charged for Homecoming Game Night.

*By **NOT** choosing to pay the activity fee - - students will pay regular student admission charges to all school activities at Donovan schools. Students will be required to pay their share of the total cost for any field trip in which they participate. The following fees will be assessed for field trips:

- Under 40 (forty) miles: (Round Trip) \$4.00
- Under 41 – 90 (ninety) miles (Round Trip) \$6.00
- Over 91 (ninety-one) miles (Round Trip) \$8.00

Participation Fee for sports: Junior High and Elementary School \$25 for the first sport, \$20 for the second sport and \$15 for the third sport.

A participation fee of \$10.00 per extra-curricular activity will be required to be paid, before participation is permitted.

| | | |
|-----------------------------|---------|---------|
| Grades K – 5 Book Rent | \$45.00 | |
| Grades K – 5 Technology Fee | | \$15.00 |
| Academic Planner | \$ 3.00 | |
| Additional Milk | \$.30 | |

SCHOOL BREAKFAST & LUNCH PROGRAM

Breakfast is served every school day from 7:45 a.m. to 8:05 a.m. Lunch is served every school day from 10:50 a.m. to 12:20 p.m., except when there is a 11:30 a.m. dismissal. A student may bring a sack lunch from home.

Donovan Elementary School is participating in the Community Eligibility Provision (CEP) where ALL students are provided a daily free breakfast and lunch.

Parents wishing to have lunch with their child should notify the office 24 hours in advance. We discourage parents from bringing “carry-out” orders to their child during lunch as it detracts from the Donovan Elementary lunch program. Arrangements will be made for the parent and child to eat in the building. Parents are asked to check-out in the office at the conclusion of their child’s lunch time listed as follows:

K – 1st from 11:55 to 12:20; 2nd – 3rd from 10:50 to 11:15; from 4th – 5th 11:15 to 11:35.

IV. TRANSPORTATION

TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus. 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. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Sit in the assigned seat immediately upon entering the bus. Do not stand in the entrance or in the

aisle.

2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use the emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Keep the bus neat and clean.
11. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
12. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
13. Be waiting at your bus stop on time.
14. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
15. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
16. Eating & drinking is not permitted on the bus.
17. Parents will be liable for any defacing or damage students do to the bus.

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

For questions regarding school transportation issues, contact: Superintendent or Fleet Manager, Donovan CUSD #3 Elementary Office (815) 486-7321.

Cross-references: PRESS 4:110, *Transportation* & 7:220, *Bus Conduct*

V. HEALTH & SAFETY

IMMUNIZATIONS, PHYSICAL, and DENTAL EXAMINATIONS

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 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. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

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. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

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

Eye Examinations

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.

Dental Examinations

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.

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.

Cross Reference: PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

VISION SCREENING

Vision screening will be done, as mandated for the following students K, 2nd, and special needs in/on March or before. 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 from indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is **not** an option. If a vision examination report is not on file at the school for your student, your student will be screened if in the mandated age/grade/group.

STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., 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).

Emergency Aid to Students

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

Cross-References: PRESS 7:270, *Administering Medicines to Students* & 7:270-E, *School Medication Authorization Form*

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. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

| |
|---|
| Cross-references: PRESS 7:280, <i>Communicable and Chronic Infectious Disease</i> |
|---|

LICE

Infestations of head lice do occur from time to time; even in the cleanest of households. Donovan Elementary has a "no-nit" policy. This means that students that have either live lice or "nits" (eggs) will be removed from class and parents called. Treatment for head lice is available from local drug stores. All persons in an infested individual's household should be treated with the special shampoo. Students will be checked by school personnel when returning to school to make sure the infestation is gone, unless seen by a physician or Health Department stating the students is lice or nit free. Students will not be allowed to return to class until they are treated and are lice and nit free. With continued and repeat infestations, absences may be coded "unexcused" if it is felt that parents are not taking necessary steps to alleviate the problem. All students will be inspected on an "as needed" basis throughout the school year by the principal, or other school personnel.

RASHES

Undiagnosed Rashes: All students with an undiagnosed rash, which persists for more than 24 hours must be seen by a physician and are required to present to the school a signed note stating the rash is not contagious to other students. The Health Department will offer assistance if needed at no cost.
Diagnosed Rashes: Students with physician diagnosed rashes must comply with the Illinois Communicable Disease Guidelines provided by the Illinois Department of Public Health.

FEVER

Your child should be fever free for 24 hours without being on any fever-reducing medication (such as Tylenol or Motrin) before returning to school. Parents will be called to pick up their child if their temperature is at 100.4 degrees and higher. In the event the parent is unable to pick their child up, the student will remain in the office area either doing work or 'resting' until the end of the day. They will not be allowed on the bus.

EMERGENCY DRILLS AND EQUIPMENT

Emergency drills are performed on a regular basis, and the custodial staff maintains emergency equipment.

VI. DISCIPLINE & CONDUCT

STUDENT BEHAVIOR

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 or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician 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.

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.

Cross Reference: PRESS 7:190, Student Behavior

PREVENTION OF/AND RESPONSE TO BULLYING, INTIMIDATION & (SEXUAL) 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 district and 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. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. 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:

**Toby Coates, K-5 Principal/Superintendent
Donovan Elementary School**

**Holly Robinson, K-12 Guidance Counselor
Donovan High School**

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

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

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

Cross-references: PRESS 7:20, *Harassment of Students Prohibited* & 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment* & 7:190, *Student Discipline* & 2:260, *Uniform Grievance Procedure*

DUE PROCESS PROCEDURES

In all disciplinary cases, students are provided procedural due process. They are given an opportunity to present a defense, explain circumstances affecting the actions in question, and to prove innocence. In cases involving possible suspension or expulsion, there are additional procedures:

1. Students will be given oral or written notice of charges and supporting evidence.
2. Students are given an opportunity to deny charges, and to present their own supporting evidence if desired.
3. The principal will then inform the student if the suspension will stand.

4. Student and parents will receive written notification of the number of days of suspension and be informed of their right to seek hearing of suspension.
5. In the case of proposed expulsion, a letter will be sent detailing reasons, length of expulsion, and date, time, and place of a hearing to determine expulsion. The expulsion does not take place until after a school board hearing. At the expulsion hearing, the student will be provided an opportunity to be heard and present evidence.
6. In case of suspension, a discussion will be held with the school board to review the suspension only upon hearing a parental request.

At the conclusion of the discussion or hearing, a decision will be made by the school board as to the status of the suspension / expulsion.

SEXUAL HARASSMENT

Unit #3 is committed to maintaining schools free from all forms of sexual harassment. Unit #3 will not tolerate sexual harassment of students or employees. Any person found guilty of sexual harassment shall be subject to disciplinary action as determined by the administration or Board of Education. Students who feel they have been sexually harassed should immediately contact an administrator. All complaints will be investigated with confidentiality maintained to the extent possible.

Cross-reference: PRESS 7:20, *Harassment of Students Prohibited*

PUBLIC DISPLAY OF AFFECTION

Handholding, hugging, kissing, and other displays of affection are not permitted at school. Penalty for such actions may include detentions, parent conferences, and/or suspension.

SOCIAL MEDIA PASSWORDS

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.

Cross-references: PRESS 7:140, *Search and Seizure*

MEMBERSHIP IN UNAUTHORIZED STUDENT GROUPS

All clubs and school activities must be approved by the administration. Students joining, promising to join, or soliciting other students to join a club or activity that is not approved by the administration will be subject to disciplinary action. Any display of symbols or paraphernalia of clubs or activities not approved will also be subject to disciplinary action. Students who violate this policy may be subject to disciplinary action up to and including expulsion.

CONDUCT AT ATHLETIC EVENTS

All school rules apply to students attending athletic events. Students who leave the building during an athletic event will not be permitted to reenter. As a spectator, the best way to support your team is to display good sportsmanship. As a competitor:

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
2. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest; you are also subject to other penalties.

3. Any other person(s) found to be in violation of the ethics of competition might also be barred from interscholastic athletic contests.

FIELD TRIPS

Field trips are taken at various times throughout the school year. To participate in a field trip, a student must meet certain requirements. Students that do not meet these requirements may be excluded from the field trip.

Participation on the field trip is a privilege. If participation is not allowed, the student will be required to be in attendance at school.

In order to participate in a field trip, a student must:

1. Have on file, a signed parent permission form, emergency form, and emergency phone numbers.
2. Be in good academic standing in the class for which the field trip is organized.
3. Be in good behavioral standing in the class for which the field trip is organized.
4. Agree to follow all rules applying to bus conduct and normal school conduct.

When parents are going along on field trips, pre-school children and other siblings/relatives are not to ride along. Parents are discouraged from providing transportation for their students (and other students) to and from field trips. Students will not be allowed to ride to and from any destination in vehicles other than school buses **unless they have written parent permission and administrative approval in advance.** If serious disruptions occur during a field trip, a student may be removed from the group and placed in supervised isolation, or, if needed, parents will be called, and the student will be sent home.

DRESS CODE

Students are to dress and groom in a manner that meets normal standards of health, cleanliness, safety, and does not cause disruption within the school. Where questions of health, safety, and **DECENCY** arise, the school shall require adjustments to be made. The wearing of chains, hats, sunglasses, bandannas, headscarves, sweatbands, mesh shirts, tank tops, house slippers, pajamas and excessive baggie clothes that expose the undergarments are not allowed. Outfits that do not completely cover between the shirt and pants, clothing with profane or suggestive language, alcohol/drugs or tobacco printed on it, or clothing which is cut to torn beyond normal wear is not permitted. Spandex clothing may be worn under other clothes. Shorts are only permitted to be worn from the beginning of school until November 1, and from April 1 to the end of school. Shorts and skirts must reach the fingertips when a student's arm is along the side of their body. Nylon jogging suits are permitted. The wearing of jackets or coats is not permitted in class. Hats are NOT to be worn in the building or gym at any time during normal school hours. Wearing of hats after school hours in school building and gyms is strongly discouraged.

LUNCHROOM

All students must eat in the lunchroom. Food items are not permitted in other parts of the building. No food may be taken from the cafeteria. Pop is not to be brought to the cafeteria as part of a student's lunch. Students are responsible for leaving their table area clean of food, scraps, and spills. Students involved in throwing food, stealing another student's food, or general misbehavior will be disciplined through the detention system.

Lunchroom Expectations:

- Use good manners.
- Use your "indoor voice".
- Keep hands and feet to yourself.
- Eat your own food.

- **Clean up your area.**
- **Raise your hand for help.**
- **Stay seated until dismissed.**
- **Do not share food with others.**

STUDENT POSSESSION & USE OF CELL PHONES/PAGERS POLICY

In order to accommodate the growing parental concerns about student safety while traveling to and from school, Donovan Elementary will allow students to possess cell phones/pagers provided the following rules are strictly adhered to:

- The use (out-going calls, in-coming calls, text messaging, camera use, game-playing, or any other use) of cell phones or pagers in the school building between 8:00 a.m. (Bell) and 3:25 p.m. is strictly prohibited. Phones or pagers should be stored in lockers or book bags and power off. Any violation of will result in student discipline as per student handbook.
- First offense = one lunch detention
Second offense = one in-school suspension
Third offense = one day out-of-school suspension
- Parents should continue to call the school for any emergency situation. We will contact your son/daughter. Do not try to contact them by cell phone or pager.
- In addition to the discipline, the student's cell phone or pager will be confiscated. The parent/guardian will need to come to school and pick it up.
- At no time (during the school day) are students permitted to expose their cell phone or pager.
- The use of camera phones is strictly forbidden. Such use may be in violation of the criminal code.

VII. INTERNET, TECHNOLOGY & PUBLICATION

NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES

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
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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.

| |
|--|
| Cross Reference: PRESS 7:310, <i>Restrictions on Publications and Written or Electronic Material</i> |
|--|

COMPUTER AND INTERNET

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided.

The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Unacceptable Use

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette

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

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

No Warranties

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

Indemnification

The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism

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

Copyright Web Publishing Rules

Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail

The E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

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

Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

- e. Use of the electronic mail system constitutes consent to these regulations.

VIII. SEARCH & SEIZURE

SEARCH & 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.

Cross-reference: PRESS 7:140, *Search and Seizure*

IX. EXTRA-CURRICULAR & ATHLETIC ACTIVITIES

ATHLETICS

General Information

We feel that athletics have an important place in the educational process. Competitive athletics have the potential for satisfying such needs as RECOGNITION, BELONGING, SELF-RESPECT, and FEELINGS OF ACHIEVEMENT, as well as to provide a wholesome outlet for physical activity and creative expression. All athletic programs in the Donovan Schools are under the rules and regulations of the I.H.S.A. and the I.E.S.A. All athletes (5 – 12) and programs MUST abide by the district athletic code and coaching manual. THE FOLLOWING SPORTS ARE AVAILABLE:

Elementary: Fifth Grade may have the opportunity to participate in JH sports. The decision will be determined by the administration and coaching staff.

The District allows student-athletes to compete in more than one sport simultaneously.

Academic Criteria for Participation

Coaches will instruct the teams about such things as physical examinations, insurance, eligibility, injuries, training rules, conduct, practice schedules, and attendance. The Athletic Director and Principal monitor the athletic program. Elementary School eligibility is checked weekly; students must be passing all courses in order to participate in the following week's athletic events (IESA). Students will not be allowed to participate in extracurricular activities on the day of in-school and/or out-of-school suspensions. If you have any questions concerning athletic eligibility, contact the Athletic Director or the Principal. All athletes must have a physical prior to ANY athletic practices or contests.

Student Extra-curricular Participation Code

Students participating in athletics, pep club, or any other extracurricular activities will receive a Student Extracurricular Code. The Extracurricular code summarizes guidelines and rules for participation in the group activity. Students will receive a copy when they sign up for their desired activity.

Athletic Rules & Code of Conduct

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and dance team. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

IHSA [or] IESA

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Illinois Elementary School Association and, if applicable, these rules will apply in addition to this

Athletic Code. In a case of a conflict between IHSA [or] IESA and this Athletic Code, the most stringent rule will be enforced.

Eligibility [NO PASS, NO PLAY POLICY]

To retain athletic eligibility, an athlete must be passing all academic course work in the semester preceding his or her athletic eligibility and must have passed all academic course work in the week preceding his or her athletic eligibility.

Requirements for Participation

An athlete must have a current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate on file at the school office before the athlete's first participation in any activity:

Note: The following needs to be completed online at <http://il8to18.com/Donovan> when registering for a sport. The link to this site is found on our Donovan District Website. Individuals will need to create a Donovan Athlete account to access the following forms:

1. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
2. Proof the athlete is covered by medical insurance; and
3. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
4. A signed copy that acknowledges rules have been read for each sport in which an athlete participates. Said rules pertaining to individual sports will be handled out by coaches prior to the beginning of each sports season.

Behavioral Conduct

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Drugs, Alcohol and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or

mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

Absence from School on Day of Activity

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the discretion of the coach or AD.

Cross-References: PRESS 6:190, *Extracurricular and Co-Curricular Activities* & 7:240, *Conduct Code for Participants in Extracurricular Activities*

INCLEMENT WEATHER

In the event that school is cancelled after 1:00 p.m., because of inclement weather, no after-school activities may be held that day. This includes activities, field trips, meetings, etc., scheduled either home or away. In the event that there is no school on Friday, the determination as to holding or going to events scheduled the next day (Sat.) will be made by the administration as soon as possible Saturday morning. In the event that school is dismissed due to inclement weather prior to 1:00 p.m. and the weather improves to the point where there is no danger, activities and/or practices may be conducted that day. The Superintendent will initiate these or any exceptions.

X. SPECIAL EDUCATION

SPECIAL EDUCATION

To obtain additional information regarding Special Education, please visit the following websites: www.iroqsea.org and www.isbe.net .

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.

Cross Reference: PRESS 7:340-AP1, *School Student Records*

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.

Cross Reference: PRESS 6:120, *Education of Children with Disabilities*

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.

Cross Reference: PRESS 7:230, *Misconduct by Students with Disabilities*

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.

Cross Reference: PRESS 6:120, *Education of Children with Disabilities*

XI. STUDENT RECORDS & PRIVACY

STUDENT PRIVACY PROTECTION

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/guardians 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.
8. 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 school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

- 1. The right to inspect and copy the student's education records within 10 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 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 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

DIRECTORY INFORMATION

Donovan School District may publish "directory information" in virtually any form, without parental consent, but those items the school district may designate as "directory" is strictly limited to the following:

- Name
- **Photograph**
- Address;
- Gender;
- Birth date and place;
- Parent's name and addresses;
- Academic awards, degrees and honors;
- Information in relation to school-sponsored activities, organizations and athletics;
- Major field of study; and
- Period of attendance in the school.

Parents have the right to a hearing to challenge any entry in the school student records except academic grades. School records may be challenged on the basis of (1) accuracy; (2) relevance; or (3) propriety.

Note: Parents must sign the Directory Information Release Form:

Without Parent/Guardian authorization, your student's photograph will be removed from or restricted from displays or publications such as: displays in the buildings, academic achievements, athletic awards, stats, press releases, district newsletters, annual yearbook, and group photos.

DESTRUCTION OF STUDENT RECORDS

Per the Illinois School Students Record Act, the district will periodically destroy student records in accordance with the provisions set forth in state law. Notices are included in the district newsletter and posted on the district website to notify the public of the date and manner in which this will take place. Questions about this process should be directed to the unit office at (815) 486-7398.

XII. PARENTAL RIGHTS NOTIFICATION

HOMELESS CHILD'S RIGHT to EDUCATION

The Donovan Community Unit #3 School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney-Vento Homeless Assistance Act.

In an effort to comply with the McKinney-Vento Homeless Assistance Act, Donovan School District affirms that all homeless students will not be denied the benefits of, or be subject to, discrimination under any educational program or activity as students who are not homeless.

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

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

SEX OFFENDER NOTIFICATION

State Legislation now requires schools to notify parents of the availability of sex offender information including offender registration information and the searchable database. Please be advised that sex offender information can be obtained at www.isp.state.il.us/sor. This is updated daily and allows searching by name, city, town, county, zip code, compliance status or any combination thereof.

BODY SAFETY INSTRUCTION (good touch, bad touch)

Students will not be required to take or participate in any class or course in comprehensive body safety education if his or her parent/guardian submits a written objection. The parent/guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene or traditional courses in biology.

TEACHER QUALIFICATIONS

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

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

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

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Mr. Justin Lareau 815-486-7395

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact the building principal.

PARENT NOTICES REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT

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

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

II. Testing Transparency - The State and District requires students to take certain standardized tests. For additional information, see board policy 6:340.

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

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

IV. Parent & Family Engagement Compact - please see the building principal for a printed copy.

V. Unsafe School Choice Option - The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see board policy 4:170.

VI. Student Privacy -Students have certain privacy protections under federal law. For additional information, see board policy 7:15.

VII. English Learners - The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure on English Learners

VIII. Homeless Students - For information on supports and services available to homeless students, see handbook procedure on Homeless Students.

For further information on any of the above matters, please contact the building principal.

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.

SUPPLEMENTAL PROGRAMS

Response to Intervention (RtI)

Donovan Elementary School has implemented a Response to Intervention (RtI) program as a way to assist students who have been identified with a need for extra instruction in reading (K-5) and math (K-3). RtI is a federally mandated process that is spelled out in IDEA 2004.

What is RtI? RtI is the practice of (1) providing high-quality instruction/intervention matched to student needs and (2) using learning rate over time and level of performance to (3) make important educational decisions.

The RtI core principles consist of:

- ◆ Use of research-based, scientifically validated interventions/instruction
- ◆ Monitor student progress to inform instruction
- ◆ Use data to make decisions
- ◆ Use assessments for three different purposes: (1) screening; (2) diagnostics; and (3) progress monitoring

Assessments are given at the beginning, middle, and end of school year. The information gathered from these assessments help us to determine on which areas to focus instruction. Students are grouped and receive instruction according to their areas of need.

Title I

Title I is provided through a federally funded grant. It is designed to build students' skills in the Language Arts area. The Title I teacher spends 45 minutes working in the Kindergarten through Fourth grade classrooms. Classes are divided into smaller groups in order to provide more individualized attention to each class. Additionally, a teachers' aide assists in the classroom.

Typically in September, January, and May assessments designed to identify individual student needs are administered. Based on this assessment as well as the teacher's concern, students may receive individualized assistance in addition to whole class assistance. In the event a child needs extra attention, a letter will be sent home explaining how we are addressing this need. We are committed to meeting these needs that are in the best interest of each child.