



# PARENT-STUDENT HANDBOOK

## 2023-24

*"Exceptional Character, Achievement and Leadership"*

### OUR COMMITMENT

**We are committed to being an educational leader and providing a positive and supportive environment that ensures ALL students are engaged in learning experiences that allow them to grow and achieve their dreams.**

*The handbook, announcements and information are available at  
[www.dimmick175.com](http://www.dimmick175.com)*



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Board President	Mrs. Debora Black
Board Vice-President	Mrs. Laurie Ernat
Board Secretary	Mr. Chad Crane
Board Member	Mrs. Heather Seghi
Board Member	Mr. Josh Turigliatti
Board Member	Mrs. Debra Herz
Board Member	Mr. Clay Mudge
Treasurer	Mr. Chris Wren
Recording Secretary	Mrs. Carol Wineinger
Superintendent/Title IX Coordinator/Title I Director	Mr. Ryan Linnig
Principal	Dr. Teri Rossman
Athletic Director	Mr. Rey Arteaga
Kindergarten	Ms. Mallory Bima
1 <sup>st</sup> Grade	Mrs. Brooke Anderson
2 <sup>nd</sup> Grade	Mrs. Rachel Savage
3 <sup>rd</sup> Grade	Mrs. Jennifer Ring
4 <sup>th</sup> Grade	Mrs. Tara Knauf
7 <sup>th</sup> – 8 <sup>th</sup> Mathematics/5 <sup>th</sup> – 8 <sup>th</sup> STEM	Mr. Adam King
5 <sup>th</sup> – 8 <sup>th</sup> Social Studies	Mrs. Jaime Bazydlo
5 <sup>th</sup> – 8 <sup>th</sup> Language Arts	Mrs. Betsy Goodbred
5 <sup>th</sup> – 8 <sup>th</sup> Science	Mrs. Vanessa Kelly
Special Education	Mrs. Kearsten Zielinski
P.E., Health/Social Emotional Learning	Mr. Joel Foster
Music & Band	Ms. Michelle Manuk
K-8 <sup>th</sup> Spanish/ 5 <sup>th</sup> -6 <sup>th</sup> Math	Mr. Rey Arteaga
RTI/Title I Instructor/ Coordinator	Mrs. Lisa Petersen
K-8 Visual Arts	Mrs. Jen Krolak
Speech	Mrs. Susan May
Psychologist	Mr. Kevin Gallagher
School Counselor	Mrs. Maggie Alderman
Teacher's Aide(s)	Ms. Carrie Fantl Mrs. April Passini
Custodian	Mr. Ray Seghi
Administrative Assistant	Mrs. Michele Hanson
Administrative Assistant	Mrs. Jen Krolak

## PURPOSE OF HANDBOOK

The Handbook was prepared by a committee of school board members, administration, teachers, and parents. Its purpose is to provide information on policies affecting students enrolled in the District and to clarify procedures to ensure an orderly operation of the school. The handbook is not designed to be all inclusive, but it is an overview of the most common issues. All the policies and procedures are subject to State of Illinois laws and regulations. Thank you to the following members of the School Improvement Team for their work on this handbook: Debbie Herz, Heather Seghi, Ryan Linnig, Teri Rossman, Mallory Bima, Betsy Goodbred, Rey Arteaga, Andrea Langham, and Jeana Olsen.

The provisions in this handbook are not to be considered as irrevocable, contractual commitments between the school and the student. Rather, the provisions reflect current the status of rules, practices, and procedures as currently practiced and are subject to change without prior notification. Board policies are available to the public at the District Office.

## BOARD OF EDUCATION PHILOSOPHY

The district's educational philosophy is based on the premise that instruction should develop in students: A desire for lifelong learning and self-improvement, an ability to think independently through the development of problem-solving and critical thinking skills and the highest level of achievement with regards to their individual abilities. We strive to provide the citizens of this community with the most complete educational program possible. We believe in the education and development of the whole child: intellectually, creatively, socially, emotionally, physically, and culturally. It is important for them to develop an understanding of their own personality, strengths, weaknesses, and capabilities as well as to develop ethical attitudes enabling them to exhibit respect, tolerance, kindness, and justice to others at school and in the community. Educational experiences should challenge students by incorporating a variety of instructional strategies that differentiate, utilize problem solving, and integrate technology, student presentations, projects, and teamwork.

## CHAIN OF COMMUNICATION

**WHEN CONCERNS ARISE, PLEASE CALL OR EMAIL THE APPROPRIATE PERSON TO DISCUSS THE SITUATION. IF YOU NEED TO MEET IN PERSON, BE SURE TO SCHEDULE AN APPOINTMENT WITH THE APPROPRIATE INDIVIDUAL.**

**For concerns regarding sports, refer to "Extracurricular Activities"**

**1<sup>st</sup> STEP:** For issues with grades, homework, classroom expectations or discipline, contact the appropriate teacher 1<sup>st</sup>. If a parent wishes to discuss an issue with a teacher, an appointment must be made for a time outside of class hours.

**2<sup>nd</sup> STEP:** If the issue was not resolved in STEP #1 above, contact Dr. Rossman (Principal).

**3<sup>rd</sup> STEP:** If the issue was not resolved in STEPS #1 or #2, contact Mr. Linnig (Superintendent).

**4<sup>th</sup> STEP:** If the issue was not resolved in STEPS #1, #2 or #3, then parents should contact the Superintendent to request the opportunity to address the Board of Education.

## ENROLLMENT/REGISTRATION REQUIREMENTS

### **\*\*Registration is online via Teacher Ease**

- Students must reside in the District and provide acceptable proof of custody and residency before beginning to attend. **NOTE: Any person who knowingly or willfully presents to any school district any false information regarding residency for the purposes of enabling a pupil(s) to attend in the district shall be guilty of a Class C Misdemeanor (Public Act 89-0480).**
- Children must be 5 years of age on or before September 1 of the current school year to enroll in kindergarten.
- Students enrolling for the 1<sup>st</sup> time in the district must provide a copy of their birth certificate.
- Students are required to show evidence of a physical exam and current immunization records as indicated under "**PHYSICAL EXAMS, IMMUNIZATIONS, DENTAL & VISION RECORDS**"
- When transferring into the district from another, a release of records request will be required and all student records from the previous school must be received prior to attending.

## **KINDERGARTEN**

Kindergarten is scheduled as a full day program. A half-day option is available upon request. Parents would be responsible for transportation for half day programs.

## **MILITARY SERVICE**

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the students' transportation to or from school. If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District but will be living within the District within 60 days after the time of initial enrollment, the child can enroll, subject to the requirements of State law, and must not be charged tuition.

## **STUDENT FEES**

\$60.00	K-8 <sup>th</sup> Registration Fee
\$20.00	5 <sup>th</sup> -8 <sup>th</sup> PE Uniform
\$12.00	Replacement/Extra PE Shirts or Shorts
\$11.00	Yearbook
\$25.00	K-2 <sup>nd</sup> 1:1 Technology Fee
\$50.00	3rd-8 <sup>th</sup> 1:1 Technology Fee
\$25.00	8 <sup>th</sup> Grade Caps/Gowns/Tassels

## **LUNCH POLICIES**

- **Parents Bringing Lunches:** Lunches need to be dropped off in the office no later than **11:00 AM**. As a district, we are striving to instill healthy lifestyle choices in our students; therefore, we appreciate your support in selecting healthy lunch choices.

- **Cold/Sack Lunch Program: A cold/sack lunch will be provided for students who qualify for free/reduced lunches.** Questions should be directed to Mrs. Jen Krolak.
- **NO food delivery services to students are permitted.**

**FREE/REDUCED LUNCH AND FEE WAIVER ELIGIBILITY:** The application for eligibility for free/reduced lunch as well as fee waiver is available under the “Parent” tab on the District website: [www.dimmick175.com](http://www.dimmick175.com). The District will provide sack lunches and waive required registration fees for those eligible under Federal guidelines. For additional information, contact the District office.

#### **LOCKERS AND LOCKS**

Lockers are school property provided for student use and may be inspected by school personnel. Locks will be provided at no cost if requested. Locks are to be returned at the end of the school year. If a lock is lost or damaged, students will be charged \$5.00.

#### **PROPER CLOTHING/UNIFORMS FOR P.E.**

Students must have appropriate clothing for Physical Education. Clothing must allow students to participate in any assigned activity without restrictions. Tennis shoes must be worn at all times for both inside and outside P.E. classes. When P.E. is inside, a designated non-scuffing inside pair of tennis shoes must be worn. 5<sup>th</sup>-8<sup>th</sup> Grade students will be required to wear school issued uniforms for all indoor P.E. classes and when appropriate for outdoor P.E. Students unable to participate due to inappropriate clothing or lack of a P.E. uniform will be required to complete a teacher selected physical education or health assignment in lieu of participation.

#### **LOCKER ROOMS**

Locker rooms are provided for student use and are a privilege. Students are assigned lockers and may not change lockers without permission. Lockers should remain locked with school issued combination locks at all times. Combinations are not to be shared. Students are to follow established procedures.

#### **STUDENT INSURANCE**

The school district allows a private insurance company to offer student health insurance to parents during fall registration. The program is a contract between the parent and the company and is entirely optional. If parents desire to purchase insurance for their child/children specific costs will be available during registration. This student insurance program is not connected in any way with the school nor does the offering of this service constitute an endorsement by the Board of Education or administration.

#### **PHYSICAL EXAMS, IMMUNIZATIONS, DENTAL & VISION RECORDS**

Pupils entering kindergarten through 8<sup>th</sup> grade or entering a school in Illinois for the first time must have proof of required immunizations in accordance with the Illinois Department of Health. This includes Dental records for kindergarten, 2<sup>nd</sup> & 6<sup>th</sup> grades, Physical exam for Kindergarten & 6<sup>th</sup>, Vision exam for Kindergarten or any student enrolling in Illinois for the first time. 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 ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Vision and hearing

screening are mandated in the State of Illinois. If the physical condition of a child is such that any one or more of the immunizing agents should not be administered, the examining physician responsible for the child’s health examination must endorse such facts upon the pupil’s health record. All students participating in after-school sports must have a general physical examination every year. State law requires that students without required exams and/or vaccinations are to be excluded from school attendance unless certain exceptions are met. The valid exemptions in Illinois are those based on medical reason, written by a health care provider, or providing a copy of the Illinois Certificate of Religious exemption completed by BOTH physician and parent. In addition, students transferring from out of state are allowed an extra 30 days to meet the requirements.

As written in school code, schools are to exclude students who do not have either the health exam or vaccines by Oct. 15 or an earlier date, if established by the local school board. Specifically, the law states: “the local school authority shall exclude that child from school until such time as the child presents proof of having had the health examination as required and presents proof of having received those required immunizations which are medically possible to receive immediately. During a child’s exclusion from school for noncompliance with this subsection, the child’s parents or legal guardian shall be considered in violation of Section 26-1 and subject to any penalty imposed by Section 26-10. This subsection (5) does not apply to dental examinations and eye examinations.” Appointments beyond the mandatory exclusion date may be accepted only for students transferring from out of state. State law allows an “out-of-state transfer student [who] does not have the proof required under this subsection (5) before October 15 of the current year or whatever date is set by the school district, may only attend classes if he or she has proof that an appointment for the required vaccinations has been scheduled with a party authorized to submit proof of the required vaccinations. If the proof of vaccination required under this subsection (5) is not submitted within 30 days after the student is permitted to attend classes, then the student is not to be permitted to attend classes until proof of the vaccinations has been properly submitted.

#### **STUDENT RECORDS**

##### **PERMANENT RECORD**

Permanent records include a copy of a birth certificate, social security number, student’s and parents’ names and contact information, date of enrollment, attendance record, previous schools attended, health records, report cards and other relevant information. Records must be maintained by the school for a minimum of 60 years after the student has transferred, graduated, or otherwise permanently withdrawn.

##### **TEMPORARY RECORD**

Temporary records may include achievement test scores, school ability index scores, discipline records, and other information not included in the permanent record. They will be maintained no longer than 5 years after the students have transferred, graduated, or otherwise withdrawn from school. We will attempt to contact parents prior to the destruction of such records.

## **MAINTENANCE OF RECORDS**

Parents desiring to review records may call the office for an appointment. A review shall be in the presence of the school principal or principal's designee.

## **TRANSFER OF STUDENT RECORDS**

The school will send an unofficial record of student grades, a copy of the student's Illinois School physical and a Student in Good Standing form with the student at the time of withdrawal. A transfer of all student permanent records will be sent when the school is provided with the name and address of the receiving school or when a request for records is received from the receiving school. A parent may not challenge grades which are on the permanent record and may not challenge any references to expulsion out of school suspension if the challenge is not made until the time the student's school records are forwarded to another school to which the student is transferring.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights Privacy Act (FERPA) affords students certain rights regarding their education records:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
- A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent/guardian when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities. Upon

request, the District discloses education.

- Records without consent to officials of another school in which a student seeks or intends to enroll.

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, S.W., Washington, D.C. 20202-4605. Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all the directory information disclosed.

## **STUDENT ACHIEVEMENT**

### **GRADING & PROMOTION**

The district will provide private, periodic reports of student progress and has directed the Superintendent to guide and monitor the reporting system.

- Parents will receive report cards 3 times a year and may check student progress through Teacher Ease at any time. The end of each trimester will be posted on the calendar.
- Grading will be based on growth, achievement, capability of the student, and the teacher's professional judgment.
- Cheating/plagiarism will result in a "0" for the assignment, quiz, test, or project and the student will be required to complete the work. Students that fail to complete the work within the time provided by the teacher will have to serve a detention.
- Parents will be notified when a student's performance requires special attention. Please contact your child's teacher with any concerns you may have.
- Promotion to the next grade level shall be based on the following: Successful completion of the grade level standards/curriculum, Acceptable attendance, and Performance on standardized assessments. Students that are struggling to meet grade level standards may be required to participate in various interventions. When students fail to meet grade level expectations and retention is being considered, the teacher will contact parents/guardians.

### **ONLINE GRADE ACCESS**

Available at [www.dimnick175.com](http://www.dimnick175.com). Parents may register for online access to grades through Teacher Ease. It is expected that grades will be updated on a weekly basis. This system will also be used to send periodic updates and information from the school.

### **K-4<sup>th</sup> GRADING SCALE**

**M = Meets:** Consistently and independently meets or exceeds the end of the year grade level standards.

**P = Progressing:** Is progressing and on track to meet end of the year grade level standards.

**L = Limited Development/Progress:** Demonstrates limited progress toward meeting the end of the year grade level standards. Further instruction, and practice, are needed to reach end of the year expectations.

**D = Does Not Make Adequate Progress:**

Is not making adequate progress toward meeting the end of the year grade level standard. Additional differentiated instruction, practice, and support needed to reach end of the year expectations.

**X=Not Assessed:** The standard has not been assessed yet.

**K-8 CONDUCT/BEHAVIORAL EXPECTATIONS**

Be Respectful; Be Responsible; Be Safe

**M =Meets:** Consistently and independently meets or exceeds expectations.

**P = Progressing:** Approaching expectations with occasional support and reminders.

**L = Limited Development:** Needs frequent support and reminders to meet expectations.

**D = Does Not Meet Expectations:** Does not meet expectations

**5<sup>th</sup>-8<sup>th</sup> GRADING SCALE**

<b>A+</b>	99-100	<b>A</b>	96-98	<b>A-</b>	94-95
<b>B+</b>	92-93	<b>B</b>	90-91	<b>B-</b>	88-89
<b>C+</b>	85-87	<b>C</b>	81-84	<b>C-</b>	78-80
<b>D+</b>	76-77	<b>D</b>	72-75	<b>D-</b>	70-71
<b>F</b>	0-69				

**HONOR ROLL**

5<sup>th</sup>-8<sup>th</sup> Grade Students can achieve honor roll each trimester by earning an 88% (B-) or higher in all subjects.

**HIGH HONOR ROLL**

5<sup>th</sup>-8<sup>th</sup> Grade Students can achieve high honor roll each trimester by earning a 94% (A-) or higher in all subjects.

**SUBJECTS ARE WEIGHTED AS FOLLOWS**

Reading/LA	1.0	PE/SEL/Health	0.6
Spanish	0.6	Math	1.0
Band (Elective)	0.2	Art	0.2
Social Science	0.8	Science	1.0
STEM	1.0		

**ACADEMIC ELIGIBILITY & EFFORT REQUIREMENTS FOR EXTRACURRICULAR PARTICIPATION: SEE "EXTRACURRICULAR ACTIVITIES"**

**STANDARDIZED TESTING**

Students and parents/guardians should be aware that students in grades K-8 will take the local AIMS Web benchmark assessments in the Fall, Winter, and Spring. These assessments provide important information on student performance and improvement in the areas of reading and math. Each Spring, the District is also required to administer State testing for all 3-8 grade students in reading and math as well as science to grades 5 & 8. These results are used to evaluate the District's performance by those at the State and Federal levels. To get the most reliable RESULTS and best performance we ask parents to support our efforts by...

- Encourage students to work hard and always do their best throughout the school year.
- Ensure that the students get a good night's sleep each night.
- Ensure that students eat well each morning.

**8<sup>TH</sup> GRADE GRADUATION REQUIREMENTS**

To graduate and participate in the graduation ceremony, students must:

- Maintain a minimum of at least a 70% in all subjects taken. Special consideration will be given to students with an individualized education program, or receiving reasonable accommodations pursuant to 504 of the Rehabilitation Act. The Superintendent will determine which students shall graduate after conferring with each individual student's teachers.
- Pass both the U.S. and Illinois Constitution Test
- Students must maintain acceptable levels of attendance. Students with unexcused absences in excess of 10% may not be permitted to participate in the graduation ceremony
- Eighth grade students who have multiple behavior infractions may be denied the privilege of taking part in the graduation ceremonies. The Superintendent shall determine which students will not take part in the graduation ceremonies after conferring with the student's teachers.
- Completing all District graduation requirements that are in addition to the State requirements.
- Completing all courses as provided in the School Code
- Completing all minimum requirements for graduation as specified by State law.
- Participating in State assessments that are required for graduation by State law.

**8<sup>TH</sup> GRADE AWARDS AND HONORS**

Will focus on the areas of emphasis indicated in the Dimmick School Vision: *Exceptional Character, Achievement and Leadership*

**ACHIEVEMENT**

**PTO SCHOLASTIC AWARD/VALEDICTORIAN:** This is presented at graduation to the student who maintains the highest GPA during their 8th grade year. All subjects are averaged into the GPA calculation. Averages are carried out five decimal places.

**PRESIDENTIAL ACADEMIC FITNESS AWARD:** (Multiple Recipients) Recipients must have earned an overall GPA of 94% or higher for final grades calculated in both 7<sup>th</sup> and 8<sup>th</sup> grade with no trimester grades in any subject below a 90%, who also receives at least a "meets" on state assessments in grades 6 and 7. Additional criteria may include, but are not limited to, activities in which a student demonstrates high motivation, initiative, integrity and/or leadership qualities.

**Carly Genslinger-Leopold Award:** (1 Recipient selected by the 5<sup>th</sup> -8<sup>th</sup> Grade Teachers) This student must exhibit talent and dedication to the fine arts (visual arts, music, band, dance, singing, theater) as shown by exemplary talent in one or more areas indicated above, shows promise and/or a desire to continue in the fine arts, exhibit pride in their work, activities, performances, is dedicated to doing their best in their work in the fine arts, displays enthusiasm when participating in the fine arts.

## CHARACTER

**John Baker CITIZENSHIP Award:** (1 Recipient selected by the 5<sup>th</sup> -8<sup>th</sup> Grade Teachers) Recipient should exemplify what it means to be a Dimmick student. (Respectful, Responsible, Role Model and Always Does his/her Personal Best)

## LEADERSHIP

**Kent Pratt Award:** (1 Recipient selected by the 5<sup>th</sup> -8<sup>th</sup> Grade Teachers) This student must exhibit the following desirable leadership characteristics. (Takes Initiative, Is Reliable, Is Self-Disciplined, Is Confident, Demonstrates Perseverance, Is Trustworthy)

**Boots Temple Most Dedicated Player Award:** (2 Recipients; a male and a female will be selected by the Head Coach from each of sports offered) The recipient should exhibit excellence in the following areas: (Positive Leadership, Athletic Talent and Ability, Respect, Integrity, Dedication/Commitment and Teamwork)

**OTHER VARIOUS AWARDS MAY BE GIVEN TO GRADUATES TO RECOGNIZE EXCELLENCE AND ACHIEVEMENT:** Students will be notified of the specific awards they are eligible to receive as well as the specific criteria used to determine the recipient.

## **ENRICHMENT & ACCELERATED PLACEMENT**

The district will continue to seek programs that will support the goal of providing challenging educational experiences outside of the regular curriculum. Depending on the nature of the program, certain criteria may be used to determine student eligibility.

- **Algebra Program**  
8<sup>th</sup> Grade students who meet the criteria may qualify to participate in the Algebra Program offered at St. Bede Academy, LaSalle-Peru Township High School, and Hall High School (for those residing within the current Cherry School District). Students in the program will take Algebra in lieu of the Math course offered at Dimmick School. Students will receive grades from the high school they attend. **CRITERIA:** Maintain a 94% in Math, composite score in the "Average" to "Well Above Average" range on the AIMS Web Math, a minimum of an 90% or higher in all other subject areas through the first two trimesters of 7<sup>th</sup> Grade, who also receives at least a "meets" on state assessments in grades 6 and 7, and received a recommendation from the junior high math teacher. Eligibility does not guarantee enrollment in the Algebra program. Each high school will make the final determination. **NOTE: Students will have 5% added to the grade not to exceed 100%.** Dimmick will pay the tuition charge for the program and provide transportation back to Dimmick if funding permits. Parents need to make arrangements to get their child to class each day. Students are expected to complete the entire program; however, if they do drop, parents/guardians will be required to reimburse Dimmick for the cost of the tuition for the program. Transportation will be provided from the high school back to Dimmick school. 8<sup>th</sup> grade students who successfully complete a high school algebra program will receive a red cord to be worn during 8<sup>th</sup> grade graduation to recognize their achievement.

- **Spanish/Bilingual Curriculum**

Our goal is to provide exposure to build interest in and establish communication skills in a foreign language as well as develop an understanding of the culture. K-8<sup>th</sup> grade Spanish is a component of the required District Curriculum. 8<sup>th</sup> grade Spanish will be designed as a course to prepare students for success in Spanish 1 in high school or provide them with an opportunity, if permitted, to advance to Spanish 2. Students may elect for a "pass"/"fail" option when taking Spanish for the first time.

- 8<sup>th</sup> grade students passing the appropriate high school Spanish proficiency exam, earning high school credit and or qualifying to advance to Spanish 2 in high school will receive a purple cord to be worn during 8<sup>th</sup> grade graduation to recognize their achievement.
- **Accelerated Placement Program**  
The District provides an Accelerated Placement Program (APP). APP options include but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, Equal Educational Opportunities, or any factor other than the student's identification as an accelerated learner. Students, parents, guardians, teachers, or administrators may refer a student for possible evaluation and consideration. Referrals should be made to either the Principal or Superintendent. (Board Policy 6:135)

## **STUDENT ACHIEVEMENT DATA**

The District assessment, AIMS Web, will be administered in the Fall, Winter & Spring. Data will be used to determine students' academic needs and may result in instructional modifications designed to appropriately challenge and support student success. The results will be sent home after each testing period. Student achievement data may be shared with area high schools that Dimmick students feed into to better coordinate instructional efforts and needs.

## **FIELD TRIPS**

Field Trips serve to enhance student learning experiences by extending curriculum and aligning to strategic plan goals. Students may be required to make up assessments missed while on field trips if determined to be essential by the teacher. Parental consent forms must be signed and returned to the school prior to trip departure for a student to attend. Busses are provided for field trips in most cases. Notifications about specific field trips will be sent home prior to the activity. Room parents may be asked to attend class field trips to assist as chaperones. Additional assistance may be requested if needed. Please remember that pre-school siblings and other children are not allowed to accompany the students on field trips due to liability insurance restrictions. Students with excessive disciplinary infractions, unexcused absenteeism in excess of 10%, excessive tardiness, or excessive missing and or late work may be

excluded from field trips. If a student is excluded, the teacher will provide work for the student to complete for that day. Final determination will be made by the administration.

## HOMEWORK

### **PHILOSOPHY/PURPOSE**

It is the intention of the staff to assign relevant challenging and meaningful homework that reinforce classroom learning objectives. The main purposes generally associated with homework are as follows: To give students a chance to review and practice what they have learned, To prepare students for the next day's lesson, To provide opportunities to identify and learn to use various educational resources, To allow for more in-depth exploration of topics than is possible during class time, To help students develop time management, study, and organizational skills, and to provide parents with insights into what is being taught in the classroom and the progress of their children.

### **EXPECTATIONS**

Homework is most beneficial when teacher expectations are well communicated, students take responsibility for their work, and parents are supportive.

### **TEACHERS**

Inform students and parents of the purpose and benefits of homework as well as the school's homework policy; Assigning relevant, meaningful homework activities that reinforce classroom learning ensuring that students are aware of what is expected of them and how their work will be assessed. Maintaining homework records and providing feedback to students and parents and regularly updating Teacher Ease to inform parents.

### **STUDENTS**

Be aware of the homework policy and asking questions when necessary to clarify the assignment; Thoroughly recording directions and expectations and completing homework within the given time frame; Informing parents of expectations and seeking assistance from teachers and parents; Ensuring homework is of high quality and asking for homework assigned following an absence; Working on homework independently when possible, so that it reflects students ability, and managing demands and activities to allow time for homework completion.

### **PARENTS**

Set a regular, uninterrupted study time each day; Providing a suitable place for study and monitoring student's organization and daily list of assignments; Being aware of long term assignments and assisting students in learning to budget their time accordingly; Homework that is assigned should be work that the student is capable of completing independently; Assisting and correcting, but not doing the actual work; Communicating with teachers any concerns about the nature of homework and their child's approach to the homework and regularly access Teacher Ease to help monitor their child's progress.

**The homework policies below apply to grades 3-8  
Late and or Missing Assignments/Projects/Etc.**

Dimmick School recognizes the importance of student accountability and the importance of work completion to determine student understanding of the concepts, objectives and standards taught. Student work must be turned in by the end of the day that the work is due. Any work turned in late will result in the grade being reduced by 10% for each day it is late. Students with excessive missing assignments may be required to complete work on Wednesdays from 2:15-3:30.

### **TEST/ASSESSMENT MAKE-UPS**

If the first day of the absence occurs on the day of the test, the student should be ready to take the test upon his/her return to school. If the absence(s) is prior to and inclusive of the actual test date, the student will have an equivalent amount of time as allowed in the homework policy to take the test. This should not exceed one week after returning.

### **GRACE PERIODS FOR EXCUSED ABSENCES**

Parents may call to pick up work, which will be ready by 3:15 pm. Students will have a minimum of 1 day for each day of absence to complete missed work. More than 3 consecutive days of absence – Teacher will determine essential assignments and reasonable due dates.

### **VACATIONS**

Vacations resulting in student absence from school is highly discouraged. Due to the ever-changing nature of instruction, teachers will not be expected to distribute work prior to students leaving. Students are responsible for contacting teacher(s) upon returning to get missed work. All missing work must be completed no later than one week following the student's return. Failure to complete work within one week of returning to school will result in a "0" for each assignment.

## TECHNOLOGY

### **TECHNOLOGY USE**

Technology use at school is for educational purposes only. Personal devices may only be used if approved in advance by the teacher and if the device is being used for educational purposes only. Students are always expected to properly care for District equipment and to complete a user agreement policy before using any equipment. Using any technology for anything besides that which is assigned by the teacher is strictly prohibited. Consequences for violating technology expectations: Please refer to student behavior expectations on pages 18-19. More severe infractions or frequent misuse may result in more severe consequences and loss of privileges. Any evidence of inappropriate or non-school related and or inappropriate content such as images or text may result in detention or suspension. Damage to equipment will result in those costs being assessed to parents.

### **1:1 CHROMEBOOK POLICY**

3<sup>rd</sup>-8<sup>th</sup> students will be required to attend a mandatory informational meeting and then Parents & Students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.



## CHROMEBOOK CARE

Students are responsible for the general care of the Chromebook which they have been issued by the school. Use of a personal Chromebook is a privilege; therefore, if a student breaks their device, he or she will be responsible for all repair and or replacement costs. Chromebooks that are broken or fail to work properly must be taken to the office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced. Chromebook repair time varies based on availability of parts and repair services.

## REPAIRING OR REPLACING YOUR CHROMEBOOK

- Loaner Chromebooks may be issued to students should they need to leave their Chromebook for repair in the office.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Parents or guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the Chromebook.
- Students/parents will be charged for Chromebook repairs and or replacement, replacement mice, styluses, headphones and or Chromebook cases.
- up to **\$100.00** per occurrence.
- If the damage is the result of neglect, violating Chromebook policy, misuse, or abusive handling students/parents will be billed for the entire cost of parts, labor and or replacement. Such issues include, but are not limited to screen repairs, keyboard repairs, Chromebook casing and frame repairs. If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- If a loaner Chromebook is provided by the District and damage occurs; parents will be responsible for all repairs and or replacement costs.

## GENERAL CARE

- No food or drink is allowed near your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students must close their Chromebooks when carrying them.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the machine.
- Chromebooks should be at room temperature prior to use.

## CARRYING THE CHROMEBOOK

The District will issue carrying cases. The protective shell of the Chromebook will only provide basic protection from everyday use and **MUST** be carried in the provided case at all times.

## SCREEN CARE

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. **Do not** use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

## TRAINING

Students will be trained on how to use the Chromebook. Training documents and videos will also be available online for students to refer to when needed.

## CHROMEBOOK COLLECTION

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at Dimmick School. Any student who transfers out of Dimmick will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

## USING YOUR CHROMEBOOK AT SCHOOL

The Chromebook is intended for use at school every day; therefore, it **must have a full charge at the beginning of each school day**. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

## USING YOUR CHROMEBOOK AT HOME

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Remember, the Chromebooks will be used as instructional tools in each class; it is vital that your child have their Chromebook to be prepared for their classwork. It is recommended that students not carry the AC Adapter power cord (charger) to school. Batteries fully charged at home should last the whole day.

## SOUND

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

## PRINTING AT SCHOOL

Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

## PRINTING AT HOME

The Chromebook will not support a physical printer connection. Instead, users may print to their home printers in some cases. More information can be found at

<https://support.google.com/chromebook/answer/7225252?hl=en>

## MANAGING YOUR FILES AND SAVING YOUR WORK

Students may save documents to their Google Drive, or they may save to an external memory device such as a USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained in proper file management procedures.

## PERSONALIZING THE CHROMEBOOK

All Chromebooks are the property of Dimmick School and are subject to inspection at any time. Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Dimmick School District 175. All saved and accessed content must follow the Dimmick School acceptable use policy. The students have already been instructed that any photos or videos must follow the Dimmick dress code from the school handbook. In other words, if a student is not allowed to wear certain clothing to school, then it is not appropriate in photos or videos either.

## SOFTWARE ON CHROMEBOOKS

Chromebook software is delivered automatically by the district. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. From time to time the school may add software applications for use in a course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

## VIRUS PROTECTION/ADDITIONAL SOFTWARE

Virus protection is unnecessary on the Chromebook due to the unique nature of its design. Students are unable to install additional software on their Chromebook other than what has been approved by Dimmick School.

## INSPECTION

Students may be selected at random to provide their Chromebook for inspection. The purpose of the inspection will be to check for

proper care and maintenance as well as inappropriate material being carried into the school. The district will remind the students of and reinforce good practices and acceptable use policies throughout the school year.

## PROCEDURE FOR RESTORING THE CHROME

If technical difficulties occur, staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external USB flash drive or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored. Students will be instructed to sync their important files regularly.

## PROTECTING & STORING YOUR CHROMEBOOK

### Chromebook Identification

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number and FCCSC asset tag
- Individual's Google Account username Under no circumstances are students to modify, remove, or destroy identification labels.

### STORING YOUR CHROMEBOOK

When students are not monitoring their Chromebook, they should be stored in their lockers or in their classroom. Nothing should be placed on top of the Chromebook, when stored in the locker. 3<sup>rd</sup> through 8<sup>th</sup> grade students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle. The Chromebook should remain in a backpack/padded bag when transporting it. A Chromebook should **never be taken out on the bus**. It will not work anyway since there is no Wi-Fi on the bus.

### STORING CHROMEBOOKS AT EXTRA-CURRICULAR EVENTS

Students are responsible for securely storing their Chromebook during extra-curricular events.

### CHROMEBOOKS LEFT IN UNSUPERVISED/UNSECURED AREAS

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office.

**CHROMEBOOK ACCEPTABLE USE FORM: NOTE: This is in addition to the technology acceptable use policy signed at registration.**  
**General Guidelines**

- Students will have access to forms of media and communication which are in support of education and research and in support of educational goals and objectives at Dimmick School. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the Dimmick School.
- Access to the Dimmick School technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the district's Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the district Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies that this document (Dimmick School Chromebook Policy) contains.

**PRIVACY AND SAFETY, LEGAL PROPRIETY: THESE WILL BE TAUGHT AS PART OF THE DIGITAL CITIZENSHIP CURRICULUM**

- In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, Access to Electronic Networks, and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
- In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.

**PLAGIARISM**

The copying of any work that is not the authentic creation from the student can be considered plagiarism. Plagiarism is a form of cheating. Students are expected to give credit for all sources used,

whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. If suspicions arise that work submitted is not the student's own authentic work, has been plagiarized, or completed using any form of artificial intelligence, or has been based on previously submitted work, the student will be asked to provide ownership proof of the work or to provide a similar work sample in the presence of a teacher. See page 5 "Grading & Promotion."

**EMAIL**

- Students in need of email for academic reasons will only be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Dimmick School. The interface is heavily monitored by administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school officials.
- Students will only be able to communicate with other Dimmick School students and faculty.
- The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook or the Dimmick School's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. Dimmick School cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

**STUDENT SERVICES/ASSISTANCE**

**SPECIAL EDUCATION SERVICES**

Special Education programs and services are currently available in our district or in other districts within L.E.A.S.E. (LaSalle, Educational Alliance for Special Education) for qualifying children with handicaps and/or exceptionalities between the ages of 3 and 21. Referrals of students for special education may be made by parents or school personnel. The referral forms are available in the district office or through the local school psychologist. Parents may request a copy of the Rules and Regulations to Govern the Administration and Operation of Special Education at the District office or through L.E.A.S.E. 815.433.6433. According to the Special Education rules and regulations, students who need home or hospital instruction during the school year should be referred to the district office. Parents making a referral will be required to include a report from a licensed medical physician who will give an estimate of the duration of the temporary physical or health impairment which is causing the need for home or hospital instruction. It will be the responsibility of the school district to

determine the need for such instruction based upon the estimated length of absence from school and the projected academic loss to the child. Students suspected of having a speech/language difficulty will be referred for a case study evaluation to determine any specific need for services. Parent notification of the intent to initiate a case study is required for any child being considered for such services. For questions about the availability of special education in the district, please contact the district office. Contact the L.E.A.S.E. Director at 815.433.6433 for any questions about State or Federal requirements or programs in the cooperative.

#### **SPEECH SERVICES**

Students suspected of having a speech/language difficulty will be referred for a case study evaluation to determine any specific need for services. Parent notification of the intent to initiate a case study is required for any child being considered for services.

#### **VISION & HEARING SCREENING**

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Vision and hearing screening is mandated in the state of Illinois.

#### **MEDICAID DATA RELEASE – SPECIAL EDUCATION STUDENTS ONLY**

If your child receives special education services and is also Medicaid eligible, the school district can seek partial reimbursement for Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students. The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal Law requires annual notification of our intent to pursue this reimbursement opportunity. If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to: Dimmick School, 297 North 33<sup>rd</sup> Road, LaSalle, IL 61301. Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP. This program has no impact on current or future Medicaid benefits for you, the student, or your family. Under federal law, your decision to participate in this program CANNOT: Decrease lifetime coverage or any other public insurance benefit, Result in the family paying for services that would otherwise be covered by Medicaid, Increase your premiums or lead to discontinuation of benefits or insurance, or Result in the loss of eligibility for home and community-based waivers. Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

#### **504 PLANS**

Section 504 of the Rehabilitation Act of 1973 is federal civil rights legislation that prohibits discrimination in schools and workplaces against persons with disabilities. Students may be eligible for

classroom accommodations while not being eligible for special education and related services. The criteria for a 504 Plan identify all school children that either have or had a physical or mental impairment that substantially limits a major life activity. Students who currently have 504 Plans will continue to receive the services and protections listed in their 504 Plan. The educational team and parents participate each year to determine if there is a continued need for the 504 Plan. Parents who believe that their child has a disability that would make him/her eligible for services under Section 504 should contact the district office and a process to determine if services and protections are warranted will follow.

#### **HOME AND HOSPITAL INSTRUCTION**

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.

#### **RtI (RESPONSE TO INTERVENTION)/MTSS**

RtI/MTSS (Multi-Tiered Systems of Support) emphasizes the importance of providing high quality, scientifically based interventions to students who are academically and or behaviorally at risk. RtI/MTSS blends general and special educators' expertise, services, and resources. The first step is to assess the student's academic performance or behavior in the classroom. Interventions are provided and based on observable and measurable information. More detailed information may be found in the district's RtI brochure available at registration or online at [www.dimmick175.com/parent-resources](http://www.dimmick175.com/parent-resources).

#### **TITLE I:**

The District maintains programs, activities, and procedures for identifying and supporting disadvantaged students in the District. Engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I is essential to the success of the students. The programs, activities, and procedures are described in District-Title I compact.

#### **ENGLISH LEARNERS:**

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The District will screen and identify English Learners, provide support, and monitor progress and achievement. Parents will be notified of their child's progress at least annually.

#### **HOMELESS/MCKINNEY VENTO:**

Each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education as provided to other children. A *homeless child* is defined as provided in the McKinney-Vento Homeless Assistance Act and the Education for Homeless Children Act. The School Counselor, Mrs. Alderman serves as the District Homeless Liaison.

#### **HOMEBOUND STUDENT SERVICES**

Hospital/homebound instruction is provided for students who are not able to attend school due to a physical or mental health

condition. A physician must sign a Medical Certification stating that the student is unable to attend school and indicating the anticipated dates that the student will be absent. During that period, instruction will be provided remotely as long as the student is able to do so. It is important to have appropriate, accurate and complete communication between the family, the medical provider, the Hospital/Homebound instructor, and the school. To facilitate this communication, the 504 Coordinator will serve as the Medical Case Manager for all students with a Medical Certification. The 504 Coordinator will work to ensure that instruction is provided that is appropriate considering the student's medical condition.

## BUILDING PROCEDURES

### **SCHOOL DAY**

The regular school day will be from 8:05AM to 3:15PM Monday, Tuesday, Thursday, and Friday. Early dismissal days (2:15 PM) will be scheduled each Wednesday for staff school improvement meetings and the last day of school before winter and spring breaks. Students are not to arrive at school until 7:55AM unless otherwise scheduled by the District staff. Supervision by staff begins at that time. Upon arrival, students must immediately enter the building.

### **EMERGENCY CLOSURES**

The Superintendent is authorized by the Board to close school in the event of hazardous weather or other emergencies which present a threat to the safety of the students, staff members or school property. In the case of emergency weather conditions and or school cancellations, notification will be made by the following:

- Websites: [www.dimnick175.com](http://www.dimnick175.com),
- Radio Stations: WLPO-AM 1220, WGLC-FM 101.1 & WAJK-FM 99.3
- Teacher Ease e-mail
- Text Alert (for those who signed up)

**When "tornado warnings" are indicated, pupils shall remain in the building and special procedures will be activated.**

### **REMOTE/E-LEARNING DAYS**

Remote learning days may not be used as an optional substitution for in-person student attendance. Remote learning days may only be used as a result of an extended illness, requirement to quarantine, out of school suspensions or when the District has determined a shift to remote learning is necessary. When remote learning days are warranted as a result of extended illness or quarantine, the parents/guardians must notify the school and then the teachers will follow up and begin remote learning as soon as possible to avoid the student missing instruction. To participate in remote learning, a parent/guardian must get supplies from the school.

When an emergency school closure is possible, the Superintendent may declare such days as "remote/e-learning" days if the District has an approved plan in place. If the possibility exists that such days may be declared, students will be sent home with the necessary supplies to allow for remote/e-learning to take place. When declared, student attendance and participation will

be expected. Details of the Remote/E-Learning Plan will be distributed.

### **LUNCH POLICIES**

- **Parents Bringing Lunches:** Lunches need to be dropped off in the office no later than **11:00 AM**. As a district, we are striving to instill healthy lifestyle choices in our students; therefore, we appreciate your support in selecting healthy lunch choices.
- **Cold/Sack Lunch Program: A cold/sack lunch will be provided for students who qualify for free/reduced lunches.** Questions should be directed to Mrs. Jen Krolak.

## STUDENT ATTENDANCE

### **ABSENCES**

Strong attendance is essential to the success of every student. The Illinois State Board of Education now requires the District to report student absences. Parents must contact the school office either by phone or email to report absences before 9:00 a.m. or the student will be marked "unexcused." If the child has a communicable disease or an absence lasting 3 or more consecutive days, a note from a physician is required to return to school. Students may not participate in after-school activities on days they are absent unless authorized by the Superintendent. If a student is going on a family vacation while school is in session, parents are required to notify the office by phone or in writing in advance of the absence. We encourage parents to avoid scheduling vacations while school is in session. When a student is absent from school, they will be given the work to be made up when they return.

### **MENTAL HEALTH DAYS**

"Public Act 102-0321 (Senate Bill 1577) amends the compulsory attendance article of the School Code by allowing students to take up to five mental or behavioral health days per year. A student is not required to provide a medical note and must be given the opportunity to make up any schoolwork missed during such absences. Following the second mental health day, a student may be referred to the appropriate school personnel."

### **TARDY**

The district will contact parents/guardians once students reach a 10% tardy rate as the 1<sup>st</sup> step in remedying the issue.

### **TRUANCY**

Students with repeated absence from school without a valid reason are considered truant. Parents/guardians will be contacted when a student reaches a 10% absence rate, and a truancy referral will be made to the Regional Office of Education if attendance does not improve. A student with 10 consecutive unexcused absences may be unenrolled from the District.

### **STUDENT APPOINTMENTS**

If possible, please try to avoid scheduling appointments during the school day as we want to minimize the loss of instruction time for students. Parents must notify the office in advance when their child has an appointment during the regular school day. Parents must check in the office and sign them out before the students will be permitted to leave the building. No pupil will be released

from school to go with any adult other than the parent or guardian without the written permission of the parent/guardian. In cases of divorce or separation the district will recognize the equal rights of both parents/guardians to request that a child be removed from the school unless notified in writing to the contrary. If any parent/guardian has exclusive custody rights, a copy of the legal document must be provided.

**TELEPHONE CALLS:** Teachers and students should not be called to the telephone during the school day except for emergencies.

### THE SCHOOL AND COMMUNITY

#### **VISITORS AND GUESTS**

Visitors must go through the secure entrance at the district office and check in. Visitors wishing to enter the building will be issued a "VISITORS" badge which must be worn at all times while in the building. Visitors will also be required to check out in the district office before exiting the building. No visitor is allowed into a classroom without first securing permission from the District office. All visitors are expected to check in at the District office before proceeding to their destination. All doors will remain locked during the school day.

#### **PARENTAL SUPPORT**

Public schools benefit greatly from volunteer parental support. The PTO and the Booster Club depend upon parental assistance. By volunteering, parents will contribute to a more rewarding experience for their children and themselves.

#### **FUNDRAISING**

Fundraising outside of the Dimmick PTO or Board sanctioned activities is prohibited. There will be no school-wide student sales fundraisers. Special class/club fundraisers must be for a specific purpose and be approved by the Superintendent in advance. Students will not be permitted to solicit District employees to participate in or purchase items from fundraising campaigns. The Dimmick PTO sponsors up to 3 major fundraising efforts each year. Funds raised help support students, teachers, parents, and District programs such as purchasing school supplies, sharing the costs of class trips, teacher supplies and mini grants, funding special activities and much, much more. We ask all parents to do what they can to support their fundraising efforts.

#### **SCHOOL BOARD MEETINGS**

The Board of Education annually adopts a regular meeting schedule. The schedule is posted on the District website [www.dimmick175.com](http://www.dimmick175.com). Meetings are open to the public. If you wish to address the Board, please contact the Superintendent at least 10 days in advance of the meeting to be on the agenda.

#### **BIRTHDAY TREATS/SNACKS**

Parents must contact the homeroom teacher in advance if they wish to bring in birthday treats. All treats will need to be dropped off in the office.

- All food must be store bought and prepackaged.
- No homemade food items are allowed at school.
- All food items must have a clearly printed list of ingredients on the packaging.
- We strongly encourage you to select a food item with

nutritional value.

- Stronger restrictions may be put in place to address food allergies and food safety.

Parents may join their child for a special birthday lunch if they choose to. Please contact the office at least one day prior so that arrangements can be made.

### FACILITIES

#### **ASBESTOS MANAGEMENT PLAN NOTICE**

The District has no known asbestos in existence in the current facility and complies with all regulations relative to asbestos. Additional information may be requested from the office.

#### **PEST MANAGEMENT**

The Illinois General Assembly requires districts to notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term "pesticides" includes insecticides, herbicides, and fungicides. The notification includes both indoor and outdoor applications. Dimmick has established a registry for those who wish to be notified 48 hours prior to application. Notify the district office in writing at the time of registration if you wish to be included on the registry.

#### **TOBACCO/VAPING/E-CIGARETTES/DRUGS/ALCOHOL**

The possession, use, sale or sharing of tobacco, vaping, e-cigarettes, drugs, related paraphernalia, or alcohol in any form is strictly prohibited on school grounds, on school buses or at any school sponsored activity held off school property.

#### **EMERGENCY DRILLS/SCHOOL SAFETY**

The protection of children against hazards while attending school shall be the duty of the Superintendent and staff of the building. The Superintendent shall distribute a copy of the crisis plan to all employees which outlines emergency procedures for Fire, Evacuation/Lock Down, Tornado and Bus Evacuation Drills. The District Crisis Plan is annually reviewed and approved by both the School Improvement Team and the Board of Education following consultation of local law enforcement agencies and fire departments. Disaster drills shall be conducted on as prescribed by law.

- **FIRE DRILLS:** Minimum of 3 per year
- **EVACUATION/LOCKDOWN:** Minimum of 2 per year
- **TORNADO DRILLS:** Minimum of 2 per year
- **BUS EVACUATION DRILL:** Minimum of 1 per year

### STUDENT HEALTH & WELLNESS

#### **ANAPHYLAXIS PREVENTION, RESPONSE, & MANAGEMENT PROGRAM:**

The district, in compliance with policy 7:285, has developed a Food Allergy Management Program based on recommendations from the ISBE and Illinois Department of Public Health, Guidelines for Managing Life-Threatening Food Allergies in Schools: [www.isbe.net/nutrition/pdf/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf). The District's Food Allergy Management Program is developed and collectively implemented by local school officials, District staff,



students, and their families. If your child has an identified food allergy, please inform the office immediately.

### **DISTRICT WELLNESS POLICY**

We strive to build healthy lifestyle choices through the Physical Education and Health Curriculum as well as by district policy and the example we set as educators. School wellness includes good nutrition, physical activity and fitness. To gather information on the overall physical health of our students, data may be collected at the start and end of the school year. As a result of this policy soda and unhealthy snacks/food will not be distributed to students during school days. Parents are encouraged to do the same in packing lunches.

### **EXEMPTION FROM PHYSICAL ACTIVITY**

Parents must inform the school in writing or by phone if their child is to be exempt from physical activity. After 3 consecutive days, the office must receive a doctor's note for the exemption. Students not participating in P.E. will be given an assignment selected by the teacher to be completed in lieu of physical participation. A release from a doctor will need to be presented to the school to resume participation in physical activities.

### **ADMINISTRATION OF MEDICATION AT SCHOOL**

The following guidelines are required for students to receive/possess medication.

- Cough drops: Student needs note from parent.
- The school will not distribute prescriptions nor over-the-counter medication without receiving a completed copy of the of the medication authorization form which must be signed by a physician.
- Antibiotics needing refrigeration WILL NOT BE GIVEN due to inability to store them in a locked cabinet.
- The initial dose of a new medication WILL NOT be dispensed at school. It must be given at home.
- Both prescribed and over-the-counter medications must be stored at school in the prescription and or manufacturers bottle and clearly state the student's name, medication name, dosage, frequency, route, and administration instructions.
- A Medication Authorization Form ([www.dimnick175.com/parent-resources](http://www.dimnick175.com/parent-resources)) must be completed by the physician or parent/legal guardian prior to administering any medications.
- A student may possess an epinephrine auto inject (EpiPen) or medication prescribed for asthma for immediate use at the student's discretion, provided a parent/legal guardian has completed the School Medication Authorization Form and an action plan is in place.

### **STUDENT INJURIES**

When a student reports an injury or an accident occurs that results in an injury that is witnessed by or reported to a staff member, it should be reported to the office as soon as possible. When deemed appropriate, the student should be escorted to the office by a student or a staff member. In the case of severe injuries, emergency protocols should be followed. Under no circumstances should a student leave the building because of injury unless the parent or his/her designee notifies the office and signs them out. When necessary, parents will be notified by the office when their student is injured.

### **EMERGENCY HEALTH CARE**

Minor injuries (superficial bumps, cuts, abrasions, etc.) will be treated at school. When necessary or appropriate, parents will be contacted, and a student accident report form completed. When injuries or illness occur that require professional medical treatment, the district will make every effort to notify the parents/guardians or other persons designated on the Medical Emergency/Information Form. The form will serve as a source of information and provide alternative contacts if parents/guardians cannot be reached. When deemed appropriate by school officials, transportation by ambulance and emergency medical treatment and or assistance may be requested.

### **COMMUNICABLE DISEASES**

For up-to-date information regarding communicable diseases, parents are encouraged to check out the following resources: Center for Disease Control <https://www.cdc.gov/> Illinois Department of Health <https://www.dph.illinois.gov/> LaSalle County Health Department <https://lasallecounty.org/> or Bureau County Health Department <https://www.bchealthdepartment.org/>

When a communicable disease is suspected, the student shall be isolated, and the office contacted immediately. The child may be excluded from school and extracurricular activities. Parents will be advised that they are to report suspected or actual disease to their family physician. When appropriate, parents will be notified if their child(ren) may have been exposed to a communicable disease. We emphasize the following best practices for prevention:

- Cover your nose and mouth with a tissue when you sneeze or cough. If you do not have one available, cough or sneeze into your arm.
- Wash your hands often and thoroughly with soap and water, especially after you cough or sneeze. Hand sanitizer dispensers are in all classrooms, the cafeteria and locker rooms.
- Avoid touching eyes, nose, or mouth to avoid spreading germs.
- **Information regarding influenza and influenza vaccinations and meningococcal vaccinations may be found at <http://www.dph.illinois.gov/>**

### **INFESTING DISEASES**

This policy has been developed as a guideline for dealing with the incidence of head lice in the school environment. It is intended to provide protocols and procedures when there are occurrences of head lice at school. The district will investigate all reported or suspected cases of head lice. All students in each grade will be checked for head lice by examiners at least 3 times throughout the school year.

- Disposable plastic gloves are worn, and/or a tool such as applicator sticks or pedicu-stix are used and discarded by examiners following each head check.
- Each student's hair will be examined.
- Absent students will be examined upon return to school.
- Parent(s) of a student found with head lice or nits will be notified immediately. The student is then removed from contact with other students and sent home for treatment. When unable to contact the parent(s) by phone, the student will be sent home at the end of the day. All students with head lice or nits will be sent home and parents will be provided with

information regarding treatment of the student and the home environment and information about head lice.

- For re-admission to school the following day, parents must accompany their child to school and show proof of appropriate treatment to a member of the office staff or administration. Hair must be nit free for their child to be readmitted to school.
- If it is determined that this treatment has not been completed successfully, the student will then be removed from contact with other students until the necessary treatment has been completed (i.e., use of pediculicide and removal of nits).
- The heads of all students in the same classroom as the case should be inspected.
- All siblings enrolled in the district should be checked. With these guidelines in place, the school will only notify the parents/guardians of the students identified to have live lice or nits unless there have been multiple cases within a class.

### CHILD ABUSE

According to Illinois law a staff member, who has reasonable cause to suspect that a student may be an abused or neglected child, shall report such cases to the Department of Children and Family Services. In such situations the staff member shall notify the Superintendent that the reports have been made.

### FAITH'S LAW

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks and ensure its posting on the District's website.

#### Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee

conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
  - a. Transporting a student;
  - b. Taking or possessing a photo or video of a student; and
4. Meeting with a student or contacting a student outside the employee's professional role. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
  - a. Violates expectations and guidelines for employee-student boundaries.
  - b. Sexually harasses a student.
  - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
  - d. Engages in *grooming* as defined in 720 ILCS 5/11-25.
  - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct*. *Sexual misconduct* is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, which is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
    - i. A sexual or romantic invitation.
    - ii. Dating or soliciting a date.
    - iii. Engaging in sexualized or romantic dialog.
    - iv. Making sexually suggestive comments that are directed toward or with a student.
    - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
    - vi. A sexual, indecent, romantic, or erotic contact with the student.



## Expectations and Guidelines for Employee-Student Boundaries

All District employees must maintain professional employee-student boundaries and relationships with students. This includes meeting expectations and following guidelines established by the District for employee-student boundaries. These expectations and guidelines apply to all professional, educational support, and contracted District employees. If they conflict with an applicable collective bargaining agreement, the provision is severable, and the applicable bargaining agreement will control.

The District understands that employees may have pre-existing relationships with families of students outside of school. These expectations and guidelines do not apply to employee-student relationships based in pre-existing relationships, including nuclear or extended families. These expectations are not intended to prohibit such interactions, provided that an awareness of employee-student boundaries is maintained at all times. This document is not exhaustive, and an employee may be disciplined for boundary violations that are not specifically listed.

### Employee-Student Boundaries

The relationship between students and school employees is an inherently unequal imbalance of power because school employees are in a unique position of trust, care, authority, and influence in relation to students. District employees breach employee-student boundaries when they misuse their position of **power over a student** in a way that compromises the student's health, safety, or general welfare. Employee-student boundaries are categorized into four areas that are not mutually exclusive:

- **Emotional Boundaries** – both the employee's own emotional state and self-regulation as well as students' emotional states and developmental abilities to self-regulate.
- **Relationship/Power Boundaries** – recognizing, as noted above, that the employee-student relationship is unequal, and employees must safeguard against misusing positions of power.
- **Communication Boundaries** – how and what employees communicate to students, including communication that is verbal, nonverbal, in person, or via electronic means.
- **Physical Boundaries** – physical contact between employees and students.

While some employee-student boundaries are clear and easy to recognize, there are some unclear, *grey* areas that employees must plan for and respond to with sound judgment. This means recognizing the potential negative consequences for students and/or employees engaging in certain behaviors with students or allowing inappropriate conduct to continue. Employees may use *time, place, and circumstances* as a guiding principle by asking themselves:

- Is this the appropriate *time* for my planned action?
- Have I chosen the appropriate *place* for the planned action?
- Are these appropriate *circumstances* for me to take my planned action?
- To avoid behavior or conduct which may lead to a breach in employee-student boundaries, employees should also recognize their own unique vulnerabilities. Examples of vulnerabilities that employees may experience include but are not limited to: Employees regarding students as peers.
- Employees who too closely identify with students and their issues
- Employees experiencing adult relationship issues.

- Immature employees, or employees with an under-developed moral compass
- Employees feeling a need for attention.
- Employees who abuse alcohol or other substances
- Employees who lack personal crisis management skills

Employees experiencing difficulties in their personal lives may be particularly susceptible to engaging in at-risk behavior or conduct with students. Employees must be alert to such risks and ensure they maintain professional boundaries at all times.

Guidelines for Specific Boundary Areas (Please see website for complete areas)

### **ERIN'S LAW**

Erin's Law requires public school districts to provide evidence - informed information which addresses the provision of age-appropriate sexual abuse and assault awareness and prevention education.

### **GENERAL WARNING SIGNS OF ABUSE**

- Changes in behavior or school performance
- Frequent school absences
- Transient lifestyle, attending many different schools.
- Rebellious or defiant behavior
- Withdrawal from normal activities
- Depression, anxiety, unusual fears, or loss of self-confidence
- Sleep problems
- Attempts at self-harm or suicide.
- Apparent lack of supervision at home
- Parental lack of attention or support
- Running away from home

### **WARNING SIGNS OF PHYSICAL ABUSE**

- Unexplained injuries, such as broken bones, bruises, or burns.
- Injuries that do not match the given explanation.
- Injuries that are not compatible with the child's developmental level
- Bruising in linear patterns or in the shape of objects
- Difficulty sitting or complaints of soreness.
- Unreasonable or unsuitable clothing to cover the body.
- Seems frightened of parents or weary of adults.

### **WARNING SIGNS OF SEXUAL ABUSE**

- Sexual behavior or knowledge that is above the child's developmental level.
- Pain, bleeding, or discomfort in the private areas
- Problems walking or sitting.
- Inappropriate sexual behavior with other children
- Statements by the child indicating sexual abuse.
- Pregnancy, STIs, or recurrent UTIs
- Negative change in appearance or abrupt weight change
- Somatic complaints, such as stomach or head aches

### **WARNING SIGNS OF NEGLECT**

- Poor growth
- Excessive weight with medical complications that are not being adequately addressed.

- Poor personal hygiene
- Hoarding or stealing food
- Lack of clothing or other supplies for physical needs
- Poor school attendance
- Lack of appropriate attention for medical, dental, or psychological problems

#### ***What constitutes abuse?***

- Maltreatment of a child by a parent or caretaker that causes or could cause physical injury to the child.
- This could include things such as punching, kicking, biting, hair pulling, or harming with an object.

#### ***What constitutes neglect?***

- DCFS has a “minimum standard of care” that when met excludes the possibility of a substantiated report.
- DCFS states that neglect is “the failure of a parent or caretaker to provide adequate supervision, food, clothing, shelter, medical care, or other basic needs.”

#### **Resources**

##### Child Abuse Reporting:

- DCFS Hotline - 1-800-25-ABUSE (22873) / <https://dcfonlinereporting.dcf.illinois.gov/>
- Safe Journeys: Advocacy, Counseling and Resources for victims of domestic violence and sexual assault.  
Hotline 1-800-779-7233
- Counseling and Advocacy Referral Services:
- Youth Service Bureau of Illinois Valley: 815-433-3953;  
<http://ysbiv.org>
- Center for Youth and Family Solutions: 815-223-4007;  
<http://yfsolutions.org>
- North Central Behavioral Health Services: 815-224-1610;  
<http://ncbhs.org>

#### ***Reporting Abuse or Neglect***

If you suspect that a child is experiencing abuse or neglect, you are required by law to report it by calling (800) 25-ABUSE or online at: <https://dcfonlinereporting.dcf.illinois.gov/>.

#### ***Who should place the hotline call?***

In general, the person who first suspects the abuse should make the call.

#### ***What happens/what information do I need to make a call?***

- Document what the student told you or what you saw and on what date.
- Have demographic information, on hand, such as DOB, parents’ names, siblings names/ages, phone numbers, and addresses.
- Document the case ID number, intake worker’s name, and the date you placed the call.
- Inform administration that you have made a report.

#### **SCHOOL COUNSELOR SERVICES:**

Contact Mrs. Alderman with questions regarding counseling services are available for students.

## **STUDENT EXPECTATIONS / BEHAVIOR MANAGEMENT**

### **SUPERVISION OF STUDENTS**

Supervision of students shall be provided throughout the school day and at school sponsored events by teachers, staff, coaches, administration, and or parent/guardian volunteers.

### **STUDENT EXPECTATIONS**

All students are expected to adhere to District expectations: “**Be Respectful, Be Responsible, and Be Safe.**” They shall conduct themselves in a manner that demonstrates respect toward themselves, their families, other students, teachers, staff, and the school. Students must ensure that behavior at school and school sponsored events represents the values of our school.

Students are expected to follow all rules and policies established by the Dimmick Board of Education and indicated in Policy 7:190 located at [www.dimmick175.com](http://www.dimmick175.com) below the “Parent” tab under “Handbooks & Policies”. Issues not specifically mentioned in the discipline policy will be handled on a case-by-case basis. Student behaviors will be managed and logged using ClassDojo and Teacher Ease.

### **MINOR BEHAVIORAL MISCONDUCT**

#### ***(Examples of Teacher Handled Issues)***

- Refusing to follow directions.
- Failure to keep hands, feet, & other objects to oneself
- Running in the hallways
- Mishandling or of school equipment or devices
- Disobeying classroom rules
- Engaging in academic dishonesty, including cheating, intentional plagiarizing
- Use of cell phones or other technology without permission
- Being unprepared for class

### **GROSS BEHAVIOR MISCONDUCT**

#### ***(Examples of Administrator Handled Issues)***

- Threatening, assault, battery, or striking any student or staff
- Physical, verbal, or electronic bullying, harassment, or intimidation in school or when it disrupts the educational environment.
- Gang activity or involvement
- Insubordination/disrespect to staff
- Serious Misuse or abuse of technology devices or network systems
- Possession, distribution or use of smoking materials, cigarettes, e-cigarettes, vaping paraphernalia, alcohol, illegal drugs, look-alikes, or drug paraphernalia,
- Possession or use of fireworks, explosives, weapons, or weapon look-alikes, or shocking devices.
- Setting a false fire or police alarm or calling 911
- Theft or damage to school property
- Possession, distribution, drawing, gesturing or otherwise promote school-inappropriate materials such as drugs, weapons, pornography etc.
- Racist and offensive phrases

## POTENTIAL BEHAVIORAL CONSEQUENCES

Consequences for student behaviors that do not meet expectations will vary as a result of the severity of the behavior and may include, but are not limited to, the following:

- Temporary removal from the classroom
- Withholding of privileges
- Notifying parents/guardians
- Restitution for stolen or damaged property
- Seizure of materials, temporary retention of personal property
- Required sessions with the school counselor.
- Office referrals
- Assign responsibilities/tasks.
- Lunch detentions
- Detentions (3:15PM-4:00PM)
- In-school suspension
- Community service
- Out of School Suspension for up to 10 days
- Transfer to an alternative program such as the ROE Academy
- Notifying juvenile authorities when behaviors involve criminal activity.
- Expulsion

When reasonable and practicable, school officials shall consider forms of restorative justice and non-exclusionary discipline as research has shown that the restorative justice techniques can be highly effective in remedying the issue and improving behavior. Such measures may include but are not limited to, social emotional interventions, counseling, peer conflict resolution, and parent meetings.

## ISOLATED TIME OUT, TIME OUT AND PHYSICAL RESTRAINT

When a student's behavior becomes a threat to the safety of themselves or others, staff trained in non-violent crisis prevention and intervention (CPI) may be used to assist with isolation and de-escalation of the situation. Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

## IN-SCHOOL SUSPENSION

In-school suspensions are held during the school day and supervised by licensed school personnel. Students will be given the opportunity to complete classwork assigned by teachers during the suspension for equivalent academic credit. Students assigned shall report directly to the office when they arrive at school. Those being disruptive or refusing to complete assigned work will be referred to the administration for further disciplinary action. (Board Policy 7:200) found under the "Parent" tab at [www.dimnick175.com](http://www.dimnick175.com).

## OUT OF SCHOOL SUSPENSION

Out of school suspension is the temporary exclusion from school, assigned by administration, for a period not to exceed 10 consecutive school days. The office will notify parents of all out of school suspensions. A suspended student is prohibited from being on school grounds on any day in which the suspension is enforced. (Board Policy 7:200) found under the "Parent" tab at [www.dimnick175.com](http://www.dimnick175.com).

## EXPULSION

The Superintendent shall implement expulsion procedures consistent with Board Policy 7.210 which is found on the District webpage [www.dimnick175.com](http://www.dimnick175.com) below the "Parent" tab under "Handbooks & Policies."

## SPECIAL EDUCATION/DISCIPLINE

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. 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 particular act of gross disobedience or misconduct is a manifestation of their disability.

## RECIPROCAL REPORTING ACT

(PA 88-376 addresses violence and criminal activities in school) Each school district shall designate a person to communicate with local law enforcement agencies. The school and law enforcement designees will meet as needed to share information. The school designee will report all activities occurring on or off school property, or against school personnel. The State's Attorney will provide the school with a copy of any delinquency dispositional orders involving weapon offenses. Local law enforcement will notify the school of arrests related to but not limited to weapons, criminal gang activity, and drugs.

## DRESS CODE

The dress code is designed to encourage and promote self-respect and pride in appearance and represent the District's behavioral expectations; be respectful, be responsible, and be safe. Parents are responsible for choosing their children's clothing and accessories and should ensure that their children dress and be groomed in accordance with acceptable standards of cleanliness and appropriateness as to not cause disruption to the learning or educational process of others, nor interfere with the maintenance of a positive teaching and learning climate or compromise reasonable standards of health, safety, and decency. Pictures, designs, innuendos, or references to or ads regarding; tobacco, alcohol, drugs, sexual/racist and/or discriminatory comments, offensive/obscene and/or questionable language or slogans or any message deemed to be inappropriate for school is prohibited. Standard ear piercing is acceptable however ear gauging, mouth and nose piercings are not permitted while at school. NO artificial fingernails may be worn at school. Accessories may not be extreme in nature and may not depict any gang affiliations.

**Clothing/Apparel:** Clothing must ensure that under garments, the torso and stomach remain covered at all times. Students may not wear see-through garments, halter-tops, garments with spaghetti straps, strapless items, or spandex. No sleeveless shirts, or tank tops will be allowed unless covered by other articles of clothing that covers shoulders. Students must be covered shoulder to mid-thigh with no rips, tears, or openings above the knee. Students may wear leggings as long as the shirt/top covers to mid-thigh.

**Footwear:** For safety reasons, students are strongly encouraged to wear shoes that will allow them to run and play at recess safely flip-flops, sandals and high-heeled shoes are highly discouraged footwear for school. For safety reasons, students wearing these types of footwear will not be allowed to play on the playground equipment or participate in physical activity of any kind during recess.

**Head Coverings:** Hats, caps, head coverings, sweatbands, spiked apparel, chains, and sunglasses may not be worn inside the building unless it is for religious or medical reasons.

**Weather Related:** Lunch recess, weather permitting, is scheduled each day for all students. Please send children to school in clothing that is appropriate for the weather conditions. To play in the snow during winter months, students must have the following: snow pants, jacket, boots, hat, and gloves. Dress code violations may result in disciplinary action including minors through suspension depending on the nature of the violation. If the issue cannot be corrected at school, parents will be contacted to bring a change in clothing. For issues not specifically stated in the policy, the administration will decide appropriateness. Please note that throughout the school year there will be special occasions that will warrant exceptions to the dress code. Notices will be distributed to address those occasions.

#### **PERSONAL BELONGINGS**

Students are not permitted to bring sports equipment from home to be used in PE or recess unless obtaining permission.

#### **STUDENT USE OF ELECTRONIC DEVICES**

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

During the school day, which includes class periods, lunch, and passing periods, electronic devices must be kept powered-off, and in locker/book bag unless: (a) permission is granted by an

administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment (including school bus), violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs or videotaping in locker rooms, bathrooms, school dances, or on school bus; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). The school and school district are not responsible for the loss, theft or damage to any electronic devices, headphones, or accessories brought to school.

Students in violation of this procedure are subject to the following consequences:

**First offense** – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.

**Second offense** – The device will be confiscated. The student's parent/guardian will be notified and required to pick up the device in the school office.

**Third offense** – The device will be confiscated. A consequence will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. The school may require a device to be checked in upon arrival and checked out upon dismissal.

School officials may investigate or require a student to cooperate in an investigation if there is specific information about activity on the student's account on social media that violates a school disciplinary rule or policy. During 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.

#### **BULLYING POLICY (May be a legislative update)**

The complete policy as well as the bullying report form is posted on the district website - [www.dimnick175.com/parent-resources](http://www.dimnick175.com/parent-resources) : 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 goals. Bullying on the basis of actual or perceived race, color, national origin, 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:

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the

school bus, or at school-sponsored or school-sanctioned events or activities.

- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions as per Illinois School Code (105 ILCS 5/27-23.7)

Bullying includes cyber-bullying 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.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

The term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

- A student being in reasonable fear of harm to them or their property.
- Causing a substantially detrimental effect on the student's physical or mental health.

- Substantially interfering with the student's academic performance.
- Substantially interfering with the student's participation in or benefit from the school services, activities, or privileges.

Dimmick Grade School:

- Prohibits any person from harassing, intimidating, engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct.
- Prohibits students from: Accessing and/or distributing at school or with any school technology, written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and Creating and/or distributing written, printed, or electronic material, including photographs, Internet material, blogs, etc. that cause substantial disruption to school operations or interferes with the rights students or staff members.
- Consequences will be determined based upon the severity and nature of the bullying and may range from detention to suspension. In severe cases expulsion may be warranted.

**SUICIDE AND DEPRESSION AWARENESS**

Youth suicide impacts the safety of the school environment as well as the school community and diminishes the ability of 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 maintains student and parent resources on suicide and depression awareness and prevention. Information can be found on the district website: [www.dimmick175.com](http://www.dimmick175.com) under the "Parent" tab. The following are resources available 24 hours a day: <https://suicidepreventionlifeline.org/>, <https://www.crisistextline.org/>

**TITLE IX/SEXUAL HARASSMENT POLICY**

Title IX prohibits discrimination based on sex, which includes sexual harassment and acts of sexual violence for all people (students and staff) in an educational institution that receive federal Funding. Any person, including district employees or students who engage in sexual harassment, make sexual advances, request sexual favors and or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, that is severe/pervasive and objectively offensive, including dating violence, domestic violence or stalking may constitute sexual harassment under Title IX. Any such allegations should be reported immediately to the Title IX Coordinator, Mr. Linnig, Superintendent. Information is available on the District website: [www.dimmick175.com](http://www.dimmick175.com) under the "Parent: tab. The Title IX Coordinator will discuss with the complainant the availability of supportive measures and explain the process for filing a formal complaint to the complainant.

**NON-DISCRIMINATION/SEX EQUITY**

Dimmick provides equal opportunities to all persons and does not discriminate based on race, religion, sex, or national origin. No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity.



The Board has appointed Coordinators for Nondiscrimination for the School District; **Mrs. Debbie Herz** [debbie.herz@yahoo.com](mailto:debbie.herz@yahoo.com) and **Mr. Chad Crane** [cranechad79@gmail.com](mailto:cranechad79@gmail.com). Students and parents are hereby notified of their right to initiate a grievance or complaint of illegal discrimination and of the Coordinator to whom such complaints shall be directed. Within seven calendar days of receiving a grievance or complaint of illegal discrimination, the Coordinator shall send a copy of the District's written grievance procedure to the complainant. The Coordinator shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The Coordinator may seek advice from related state grievance agencies. The Coordinator shall render a written decision, including steps to be taken for further appeal of that decision. The written decision may be appealed to the School Board by submitting a written request for a hearing before the Board. Written appeals are to be addressed to the Superintendent. The School Board may be appealed to the Regional Superintendent pursuant to 105 ILCS 5/3-10 of the School Code of Illinois and, thereafter, to the State Superintendent of Education pursuant to 105 ILCS 5/2-3.8 of the School Code of Illinois, as provided in section 200.90(b) of the Sex Equity Rules.

#### **TEEN DATING VIOLENCE POLICY**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school provided transportation is prohibited. The term teen dating violence refers to situations when a 13–19-year-old student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. A letter addressing 7<sup>th</sup> and 8<sup>th</sup> grade parents on this topic is available for review on the District website under "Parent and Student Resources Tab".

#### **STUDENT PREGNANCY**

The district will follow legal requirements to ensure that students receive a proper education while minimizing distraction to the learning environment. (Policy 7.10–No Discrimination)

#### **FINES, FEES, AND CHARGES**

A fee may be charged for the use of certain materials and or equipment. Parents/guardians will be expected to pay for any damage to school equipment/property resulting from willful or inappropriate use.

### **STUDENT TRANSPORTATION**

#### **BUS TRANSPORTATION**

Transportation will be provided to and from a student's primary residence or designated bus stops established by the District. Alternative arrangements may only be requested if **ALL** the following criteria are met.

- The alternative pickup or drop off location is already on an established bus route. The Learning Center will be an acceptable pick up and drop off location.
- The pickup and or drop off location must remain the same each day throughout the entire school year, no exceptions.

- If the request would place the student on a different bus other than the one assigned to them, enough space must exist on the bus desired to accommodate the request.

**PLEASE NOTE:** *The District may need to adjust transportation routes throughout the school year.*

**Every student will be assigned a seat on their designated bus. Students will only be permitted to ride on their assigned bus and sit in their assigned seat.** Students will not be able to take other students on the bus with them to school or home from school. Alternative arrangements will need to be made by parents/guardians.

#### **PARENT PROVIDED TRANSPORTATION**

**\*If your child will not be riding the bus in the morning, parents/guardians need to contact Illinois Central Bus at [\(815\).284.8600](tel:(815)284.8600) no later than 7:00 AM.**

**If the parent/guardian of a bus rider needs to pick up their child after school or before the end of the day, be sure that your child is aware before sending them to school. 5<sup>th</sup>-8<sup>th</sup> grade students will be expected to know the arrangements. The office must be notified by the parent/guardian by 12:00PM (Noon)**

#### **MORNING DROP OFF PROCEDURES**

Parents should enter the parking lot on the East side and proceed along the concrete bus drop lane to the student entrance (DOOR #13). Students may not arrive prior to 7:55 AM which is when supervision begins. Parents/guardians needing to pick up their children during the school day must park and enter the office through the main entrance and sign them out in the office.

#### **END OF THE DAY STUDENT PICKUP PROCEDURES**

The safety of all students and visitors is a top priority. At dismissal time, we ask parents/guardians picking up their children to pull in the parking lot entrance located in the east parking lot off 33<sup>rd</sup> road and then proceed to the lane designated for parent pick up. Pull all the way west in the designated parent pick-up line to allow plenty of room for all parents/guardians picking up their children. No vehicles should be out on 33<sup>rd</sup> road. Once all buses have been dismissed, students being picked up will be dismissed. Once all students have safely entered their vehicles in the pick-up line then you may pull forward and exit the west parking lot through the marked exit. Parents/guardians are not permitted to pull out and pass go around vehicles in the pick-up line. Please notify anyone that may be picking up your child(ren) so that they too are aware of the procedures.

If you need to meet with a teacher or staff member after school, please pull into a parking space so that the parent pick-up line is not held up.

Students must get on and off at designated stops unless authorized by the Superintendent or designee. Bus routes will be determined based upon a student's primary residence. Routes will not be altered to accommodate alternative pick up and drop off arrangements unless it is due to a road closure.

## EXTRACURRICULAR POLICIES

Students are not permitted to walk, ride bikes, or use any form of transportation other than school bus or parent/guardian transportation to and from school given "hazardous designation" of the roadways that surround Dimmick School.

Parents/guardians who move from the district before the end of the school year may finish at Dimmick; however, parents must provide their own transportation to and from school.

### **BEHAVIORAL EXPECTATIONS WHILE RIDING THE BUS**

Rules have been established to ensure the safe transport of students and staff. Buses are equipped with electronic recording devices that have audio and visual capabilities. These tapes are reviewed routinely. In the event misconduct is reported, they may be turned over to the appropriate school authorities. Students who repeatedly violate transportation rules may be suspended or excluded from bus service. If misconduct occurs on the bus, the driver will make a written referral to the office. Concerns regarding transportation should be directed to the Principal or Superintendent. The following sequence of discipline will normally be followed.

**1<sup>st</sup> Referral within the trimester:** Administrator conference with student and the bus driver fills out a discipline form to be sent home and signed and returned by the parent/guardian.

**2<sup>nd</sup> Referral within the trimester:** 5-day suspension from bus and the bus driver fills out a discipline form to be sent home and signed by the parent/guardian. Parents will also be contacted by phone.

**3<sup>rd</sup> Referral within the trimester:** Trimester suspension from bus and a parent conference.

- Students must be at their designated pickup location on time and remain a safe distance back from the road until the bus comes to a complete stop and the bus driver signals them to cross the road and board the bus.
- The aisles on the bus must always be kept clear.
- Students must always sit in assigned seats and remain seated until the bus comes to a complete stop, no exceptions.
- Food, gum, candy, beverages, may not be consumed on the bus.
- Objects or noises that are distracting to the bus driver are prohibited.
- Talking must be at a conversational level.
- Electronic devices may be permitted on the bus; however, they must remain at a level allowing all students to easily hear the bus driver's directions. Neither the school nor the bus company is responsible for lost/stolen/damaged items. Devices may be banned if they become distracting or if rules are not followed. Devices may not be used to record other students on the bus.
- Students must always follow school behavioral expectations.

Extreme acts of misconduct on the bus that endanger the health and safety of others may require more severe consequences. Accordingly, students may be excluded from riding the bus and may be disciplined by suspension or expulsion for extreme misconduct.

**EXTRACURRICULAR PHILOSOPHY:** Participating in extracurricular activities is a privilege. District extracurricular programs will strive to build character in athletes by promoting integrity, dedication, respect, & teamwork. Coaches will strive to teach the student athletes the necessary skills to compete at the Jr. High level and develop a desire to engage in physical activity for a lifetime. In addition, student-athletes must model our District's expectations being: Respectful, Responsible, and Safe.

### **CODE OF CONDUCT:**

- **OUR FANS REPRESENT DIMMICK SCHOOL WHEN ATTENDING EVENTS.** Be sure to do so in a positive way. All adults are always expected to serve as role models to our students and display positive sportsmanship. Our actions and words speak volumes, make sure we are teaching the right lessons!
- All spectators are expected to refrain from arguing with officials, coaches, or opposing fans.
- Parents might be their child's first coach, but they will not be their only ones. Let the coaches coach. Refrain from instructing your child during competition or in a way that contradicts the coach's instructions. Shouting instructions from the sideline is disrespectful to your child and their coach.
- Be a positive voice in the stands. Stay positive and be an encouraging voice in the stands. Do your part to make the event and season enjoyable and positive for all.
- Remain a positive voice for the children. Students will learn from victory and even more from defeat.
- If a parent or fan is removed from an event either by a referee or school official, they will be required to serve a minimum of a one game suspension for the event immediately following that which the removal occurred.
- Extreme and or repeated issues may result in individuals being banned for the season or year.

**MANDATORY PARENT MEETING:** A mandatory parent meeting will be scheduled for the parents of any student planning to participate in an extracurricular activity during the school year. A student will not be permitted to participate in any scheduled game or competition unless a parent has attended the mandatory meeting and completed an expectation acknowledgement form. The parent meeting must be checked and approved with the Athletic Director prior to the meeting so that he/she may attend.

**CHAIN OF COMMUNICATION:** When questions or concerns arise be sure to contact the appropriate person so the issue can be resolved in a timely and appropriate manner.

**STUDENT CONCERNS:** When a student athlete/participant has a concern, it is their responsibility to take the initiative to appropriately address the issue with their coach/sponsor:

1. **STEP #1** Student discusses the issue with their coach in a respectful manner.
2. **STEP #2** If unresolved, the student should discuss the issue with the Athletic Director.

3. **STEP #3** If necessary and appropriate, a meeting may be set up with the student, coach, and Athletic Director.
4. **STEP #4** If all the steps above have been followed and the issue is still unresolved, either the Principal or Superintendent may intervene.

**PARENT CONCERNS:** If a parent has a concern they must:

1. **STEP #1** After waiting a minimum of 24 hours after a practice and or event, calmly contact the coach and ask to schedule a time to discuss their concern.
  - A. Think about what you expect to accomplish as a result of the meeting.
  - B. Stick to discussing facts of the situation.
  - C. Do not confront a coach before, during or after an event or practice.
2. **STEP #2** If after meeting with the coach or sponsor, the parent believes the issue has not been resolved satisfactorily, then they should contact the Athletic Director.
3. **STEP #3** If necessary and appropriate, a meeting may be set up with the parent, coach, and Athletic Director.
4. **STEP #4** If all the steps above have been followed and the issue is still unresolved, either the Principal or Superintendent may intervene.

**ACADEMIC & BEHAVIORAL ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR PARTICIPATION:** Athletes/participants are held to a higher standard. Students participating in extracurriculars are expected to follow all school rules at any school related activity.

- Extracurricular activities are a privilege. Students must maintain a minimum of a 70% or higher in all subjects and complete assigned work on time to be eligible to participate in any extracurricular activity.
- Eligibility will be determined on Thursday each week. Students who do not maintain eligibility will not be able to participate in or attend games Sunday through and including Saturday of the next week in which school is in session. If a student is ineligible, they may attend practices.
- Teachers will notify parents and the Athletic Director by noon on Friday or the last day of the week if a student is ineligible.
- Students who receive a detention for behavior violations will be ineligible to participate in the next date following the detention in which a game/event is held. They may sit on the bench with teammates.
- Students who receive an in-school suspension for behavior violations will be ineligible to participate in the next 3 games/events following the in-school suspension. Any student athlete receiving their 2<sup>nd</sup> in school suspension may be removed from the team.
- Students receiving an out-of-school suspension or expulsion will be removed from the team for the remainder of the season.
- The Athletic Director will notify the student athlete and coach if a student is ineligible.

- Students will be removed from the team if they are ineligible for any 3 weeks during the season.
- When starting a new trimester eligibility will not be determined until the 3<sup>rd</sup> full week.

Coaches may submit additional rules to the Athletic Director for approval. Rules must be read by parents and athletes and an acknowledgement form must be signed and returned to the coach/sponsor.

Acts of disobedience or misconduct on approved transportation vehicles, at events, and both on and off school grounds may be reason for disciplinary action. Consequences for violating rules, depending on the severity, may result in loss of playing time, suspensions and/or being removed from the team.

**PLAYING & PARTICIPATION:** Parents and students must realize that athletes who have a positive attitude, regularly attend practices, put forth effort, and demonstrate the necessary skills and commitment to the team will receive playing time during the regular season. The amount of playing time and positions they play is at the coach's discretion. During tournaments playing time is **NOT** guaranteed and coaches will make decisions based on what they believe will offer the best opportunity for the team's success and advancement.

- If questions arise regarding playing time or positions, it is the student athlete's responsibility to request a time to meet with the coach to discuss questions and concerns in a respectful manner. If unsatisfied with the coach's decision, the next step is for the student to speak with the athletic director.
- If a parent has a concern beside playing time and or position, they must schedule an appointment with the coach. Parents are not permitted to approach the coach/sponsor about such concerns at a practice or event.
- If a parent violates either expectation above, the student athlete/participant may be required to sit out the next game(s) or contest(s).

**EXTRACURRICULAR ACTIVITIES OFFERED:**

- Girls' & Boys' basketball 6<sup>th</sup>-8<sup>th</sup> (5<sup>th</sup> determined annually based on the number of players)
- Cheerleading 7<sup>th</sup>-8<sup>th</sup>
- Girls' volleyball 6<sup>th</sup>-8<sup>th</sup> (5<sup>th</sup> determined annually)
- Boys' and Girls' track and field 5<sup>th</sup>-8<sup>th</sup> grade.
- Scholastic Bowl 7<sup>th</sup>-8<sup>th</sup>
- Band 4<sup>th</sup>-8<sup>th</sup>
- School Play 5<sup>th</sup>-8<sup>th</sup> (Other grades determined annually)
- Girls' softball 7<sup>th</sup>-8<sup>th</sup> (Cooperative: Holy Cross & Waltham)
- Boys' baseball 7<sup>th</sup>-8<sup>th</sup> (Cooperative: Holy Cross & Waltham)

**SCHEDULING GAMES/COMPETITIONS**

- It will be the Athletic Director's responsibility to schedule all games/competitions.
- Each year the athletic director will strive to schedule approximately 15 regular season games/competitions for the "A" & "B" levels and 10 for the "C" levels for girls' and boys' and basketball and volleyball and 12 track meets.



- In addition, the District will participate in the Prairie Conference and IESA Tournament

**ESTABLISHING TEAM LEVELS (A, B, C):**

- If 10 or more 8<sup>th</sup> grade students go out for basketball or volleyball, no students from lower grades will be moved up.
- If 10 or more 7<sup>th</sup> grade students go out for basketball or volleyball, no students from lower grades will be moved up.
- If none of the students are moved up, then 6<sup>th</sup> and 5<sup>th</sup> graders will make up the “C” team.
- If the “A” and or “B” teams lack the minimum of 10 athletes, it will be up to the coaches to decide whether they want to move students up to fill a 10-athlete roster.

**SCHOOL SPONSORED & NON-SCHOOL SPONSORED EVENTS:**

Athletes may participate in non-school activities during the season provided they meet the coach’s participation expectations.

**GENERAL REQUIREMENTS:** The following items must be turned in to the coach BEFORE the student will be allowed to participate in any extra-curricular activity, including practice:

- Read and sign an **Extracurricular Expectations Acknowledgement Form** and **Agreement to Participate in Interscholastic Sports/Concussion Policy**
- Submit an annual sports physical (athletics only). Students participating in athletics are required to have a physical examination, paid for by the parents, before participating. If a student has not received a physical examination by the day of the first practice, he/she will not be allowed to practice or play in any games until examined.

**SCHOOL ATTENDANCE:** Unless authorized by the Superintendent or principal in advance, a student may not participate in an extracurricular event unless they were in attendance the entire school day. Exceptions will be made for medical, dental, and vision appointments if the student returns with a note from the medical professional’s office.

**AGE REQUIREMENTS:** Dimmick School is an IESA member in all extracurriculars offered and therefore must abide by all IESA by-laws. The age requirements are as follows:

- For all 7<sup>TH</sup>-grade athletic activities sponsored by a member school, a student shall be eligible through age fourteen (14). If a student in a 7<sup>TH</sup> grade athletic activity becomes fifteen (15) from the beginning date of practice in an activity as determined by the IESA standardized calendar through the final event in the 7<sup>TH</sup> grade state tournament series in girls basketball, boys basketball, or girls volleyball, he/she is not eligible to participate in that activity. For boys and girls track, the final date of eligibility shall be governed by the member school’s size classification for all activities sponsored by a member school, other than activities designated as 7<sup>TH</sup> grade activities as noted above, a student shall be eligible through age fifteen (15).

- If a student in an activity becomes sixteen (16) from the beginning date of practice in an activity as determined by the IESA standardized calendar through the final event in the state tournament series in that activity, he/she is not eligible to participate in that activity. For boys and girls track, the final date of eligibility shall be governed by the member school’s size classification.

**ATTENDANCE/SPORTSMANSHIP at EXTRACURRICULAR EVENTS:**

We want to encourage fans to attend extracurricular events to support our student participants, coaches, and our school.

**Students in grades K-4 a must be supervised and sit with a parent/guardian at all times.** Students are to remain seated in the bleachers while games are in progress. Keeping facilities looking great is everyone’s responsibility. All garbage at events both home and away should be picked up and put in the trash. Students/children will not be permitted to play in the cafeteria/hallways during games.

**GYM FLOOR RULES:** Only athletes and coaches are permitted on the gym floor before, during, in between and after games. Proper shoes must always be worn. No exceptions! All equipment will be put away immediately following events.

**LOCKER ROOMS:** Locker rooms will be provided for student athletes participating in athletic events. Students are always to be supervised. In the case where the coach is of opposite sex of the athletes, the coach must designate an individual of the same sex to properly supervise. Failure to do so will result in the loss of use of the locker rooms. Only authorized persons (team members, coaches, managers, or others specifically authorized by representatives from the host and visiting school) will be admitted to the locker rooms. The host school will not be responsible for valuables left in the locker room(s) by the visiting school. Such valuables must be properly provided by and secured safely by the visiting school authorities or, if requested by the home school authorities. The visiting coach is responsible for checking out the condition of the locker room(s) used before leaving for home. Any problems observed will be reported immediately to the home school authorities.

**STUDENT/PARENT EXPECTATIONS:**

- Parents are responsible to notify the coach in writing of any existing medical problems/concerns prior to the first practice or as soon as they occur if they develop during a season.
- Athletes/participants are required to follow all District rules as well as specific coach’s/sponsor’s rules.
- Athletes/participants are expected to attend all practices and games. “C” teams will only be required to attend away games if the opposing team has a “C” team.
- Athletes/participants are required to sit with their teammates at all events.
- Athletes should arrive at events no earlier than 30 minutes prior to the determined start time of the event unless the coach indicates otherwise and will be present to supervise.
- Coaches may set dress codes for the athletes on game days.
- Athletes should always be supervised by coaches/sponsors.

**ATHLETIC UNIFORMS:**

- No “team” shoes will be required for participation.
- Athletes will receive school distributed uniforms for all sports. Coaches will be responsible for distributing and collecting ALL uniforms and equipment. Records must be kept to account for all uniforms and equipment.
- Appropriate clothing for practice must always be worn.
- Warm-up t-shirts may be purchased when applicable for extracurricular programs through the District Booster Organization. Purchasing of shirts must be approved by the Booster Organization and Superintendent (or approved designee), or Athletic Director prior to placing any order.

**PRACTICES:** Coaches will distribute game and practice schedules to the Athletic Director and all athletes at the first meeting and then at the start of each month the season takes place. Practices schedules are subject to change and only changes will be sent to parents and athletes/participants. Coaches are expected to be prompt and arrive prior to the students. Parents are expected to be prompt in picking up children after practices and games. If school is cancelled for any reason, there will be no practice. \* NO SUNDAY practices/open gyms will be permitted.

**CONCESSION STAND, SCORE BOARD & SCORE BOOKS:** If your child is participating in an extracurricular activity, parents are expected to support the program by working the concession stand, running the scoreboard for home games and the score books for both home and away games (if needed). The Athletic Director and Booster Club will coordinate the sign up. The Athletic Director and Booster Club will assign responsibilities for any open dates that are left. If parents are ***NOT*** able to fill their scheduled date(s), it is their responsibility to find a replacement. Once complete, the schedule will be distributed before the first competition or event. We need everyone to work their assigned times. If a parent is not able to fulfill their obligation, they will need to find their own replacement. The Concession Stand will only be open for purchasing items before the first game, half time,

and between games. The doors will remain closed while the games are in progress.

**ATHLETIC INSURANCE:** All students who participate in athletic activities and practices are required to carry school accident insurance or must be adequately covered by family health insurance. The school will not be responsible for any expenses incurred because of injuries a child may sustain while participating in either practice sessions or contests. Before a student can participate in either practices or contests the parents must either purchase school insurance coverage or sign an insurance waiver.

**GOVERNING BODIES:** Dimmick School is a Prairie Conference member as well as IESA member school. We must comply with the Prairie Conference Constitution as well as all the IESA by-laws.

- **IESA by-laws:** <https://iesa.org/documents/handbook/IESA-ByLaws-Athletic.PDF>
- **Prairie Conference Constitution:** On the District website [www.dimmick175.com](http://www.dimmick175.com)

**TRANSPORTATION TO AND FROM EXTRACURRICULAR ACTIVITIES:**

Transportation to and from extracurricular events will be the parent’s responsibility. In certain circumstances, transportation may be provided when events are scheduled to begin at 4:00 or earlier and if transportation services are available. In special circumstances, if approved by both the Superintendent and the Athletic Director, a bus may be scheduled for an event.

## RESPONSIBILITIES OF PARENTS, COACHES, ADMINISTRATION

### PARENTS

- Serve as a positive role model at all contests
- Sign up to run the concession stand, scoreboard, or keep the scorebook at home games.
- Remain calm and composed during the games.
- Unless otherwise arranged, provide transportation to and from all practices and games and be punctual.
- Attend mandatory parent meeting and turn in all required forms.
- Supervise your children in grades K-4 when attending events.
- Communicate excused absences to coaches.
- Reinforce to your child how to be a good sport.
- Support the coach, the team, and Dimmick School in a positive way.
- Have realistic expectations for your child's performance.
- Allow your child to experience success and failure and support them in both.
- Encourage your children to be responsible, be a role model and always do your personal best.
- Always follow the chain of communication.

### STUDENTS

- Give their best effort in the classroom and keep their grades up.
- Give their best effort in their sport/activity and attend all practices and games.
- Listen and be coachable!
- Respect coaches, officials, teammates, and parents.
- Respectfully communicate with coaches/sponsors about concerns, positions, and playing time.
- Keep track of and turn in any school issued uniforms and equipment.
- Learn from both your successes and failures.
- Accept responsibility for your effort, actions, and words. Abide by all rules outlined in the Dimmick handbook, Prairie Conference Constitution, and IESA by-laws.
- Be respectful, be responsible, be a role model and always do your personal best.
- Always follow the chain of communication.

### COACHES

- Create and distribute an all-inclusive practice and game schedule prior to the start of the season.
- Communicate with administration, parents, and athletes any proposed changes to the schedule.
- Teach student athletes/participants appropriate skills, strategies, and techniques.
- Provide feedback to athletes/participants on how to improve.
- Complete any IESA required courses.
- Distribute uniforms, maintain accurate records of uniforms distributed and collect all uniforms at the end of each season.
- Provide opportunities for all athletes to play in regular season games.
- Clearly communicate with athletes about expectations, playing time and positions.
- Emphasize and model what it means to be responsible, respectful in all you do including interactions with players, other coaches, officials, and fans.
- Teach athletes/participants the values of integrity, dedication, respect, & teamwork

### ATHLETIC DIRECTOR

- Clearly communicate District, Conference and IESA rules and expectations to parents and coaches.
- Conduct the annual mandatory parent meeting.
- Approves all warmup music prior to the first home events.
- Ensures all necessary equipment is in proper working order/condition.
- Coordinates with the administration and Booster Club for the purchase of equipment and supplies.
- Create master game/event schedule for all IESA events.
- Communicate any cancellations or changes to games/contests to parents, coaches, and players.
- Meet with coaches prior to the start of the school year to communicate expectations.
- Approve coach's rules and expectations.
- Oversee eligibility and contact the student, parent & coaches when a student is ineligible.
- Shares in the responsibility of supervising home games and attending conference and IESA tournaments.
- Arrange for transportation when away events are scheduled to start at or before 4:30PM.
- Schedule people to run the game clock, handle admissions, and manage the score book for all home games.
- Intervene when issues cannot be solved by player and coach communication.
- Issue/enforce athlete/participant, parent and or coach suspensions from events.
- Abides by and ensures all coaches and sponsors abide by all IESA, Prairie Conference By-Laws, and District policies.
- Completes all registration and ensured fees are paid for all tournaments and memberships.
- Positively promotes District extracurricular activities.