



PARENT-STUDENT HANDBOOK

2021-22

"Exceptional Character, Achievement and Leadership"

MISSION

To provide a collaborative learning environment that is safe, challenging, student-centered, engaging and encourages lifelong learning.

*The handbook, announcements and information are available at
www.dimmick175.com*



TABLE OF CONTENTS

THE DIMMICK TEAM

2	The Dimmick Team	
3	Purpose of Handbook	
3	Board of Education Philosophy	
3	Chain of Communication	
3	Enrollment/Registration Requirements <i>Kindergarten, Military Service, Student Fees, Free Lunch, Lockers/ Locks, Clothing/Uniforms for P.E., Locker Rooms, Student Insurance, Physical, Exams, Immunizations, Dental & Vision Records.</i>	
4	Student Records <i>Permanent, Temporary, Maintenance Records, Transfer of Student Records, Family Educational Rights and Privacy Act.</i>	
5	Student Achievement <i>Grading & Promotion, Online Grade Access, Grading Scales, Honor/High Honor Roll, Weighted Subjects, Academic Eligibility & Effort for Extracurricular participation, Standardized Testing, 8th Grade Graduation Requirements, 8th Grade Awards and Honors, Enrichment & Accelerated Placement, Student Achievement Data, Field Trips.</i>	
7	Homework <i>Philosophy, Purpose, Expectations, Teachers, Students, Parents, Test/Assessment Make-Ups, Grace Periods for Excused Absences, Vacations.</i>	
8	Technology <i>Technology Use, 1:1 Chromebook Policy, Chromebook Fees, Chromebook Care, Chromebook Usage</i>	
11	Student Services/Assistance <i>Special Education Services, Medicaid Data Release, 504 Plans, RtI, Homebound Student Services</i>	
12	Building Procedures <i>School Day, Emergency Closures, Remote/E-Learning Days, Lunch Policies</i>	
13	Student Attendance <i>Absences, Tardies, Truancy, Student Appointments, Telephone Calls</i>	
13	The School and Community <i>Visitors and Guest, Parental Support, Fundraising, School Board Meetings, Birthday Treat/Snacks</i>	
14	Facilities <i>Asbestos and Pest Management, Tobacco/Vaping/E-Cigarettes/Drugs/Alcohol, Emergency Drills/School Safety.</i>	
14	Student Health & Wellness <i>Food Allergies, District Wellness Policy, Exemption from Physical Activity, Medications, Student Injuries, Emergency Health Care, Communicable and Infesting Diseases, Child Abuse, Dress Code, Cell Phone Policy</i>	
16	Student Expectations and Behavior Management Plan <i>Suspensions, Expulsions, Special Education Discipline, Student Gangs, Tobacco/Vaping/Drugs and Alcohol, Reciprocal Reporting Act, Bullying Policy, Suicide and Depression, Title IX Harassment Policy, Non-Discrimination/Sex Equity, Teen Dating Policy, Student Pregnancy, Fines, Fees and Charges</i>	
22	Student Transportation <i>Bus Transportation, Morning Drop Off Procedures, Student Pick Up Procedures, Bus Discipline</i>	

Board President	Mrs. Debora Black
Board Vice-President	Mrs. Laurie Ernat
Board Secretary	Mrs. Michelle Rich
Board Member	Mrs. Heather Seghi
Board Member	Mr. Josh Tuigliatti
Board Member	Mrs. Debora Herz
Board Member	Mrs. Gina Mudge
Treasurer	Mr. Chris Wren
Recording Secretary	Mrs. Carol Wineinger
Superintendent/Title IX Coordinator/Title I Director	Mr. Ryan Linnig
Principal	Mrs. Teri Rossman
Athletic Director	Mr. Joel Foster
Kindergarten	Ms. Mallory Bima
1 st Grade	Ms. Brooke Larsen
2 nd Grade	Mrs. Rachel Savage
3 rd & 4 th Grade Reading/ELA & Social Studies	Mrs. Jennifer Ring
3 rd & 4 th Grade Math, Science & Social Studies	Mrs. Donna Gerrard
7 th – 8 th Mathematics/5 th – 8 th STEM	Mr. Adam King
5 th – 8 th Social Studies	Mrs. Jaime Bazydlo
5 th – 8 th Language Arts	Mrs. Betsy Goodbred
5 th – 8 th Science	Mrs. Teri Rossman
Special Education	Mrs. Kearsten Zielinski
P.E., Health/Social Emotional Learning	Mr. Joel Foster
Music & Band	Ms. Michelle Manuk
K-8 th Spanish/ 5 th -6 th Math	Mr. Reg Arteaga
RTI/Title I Instructor/Coordinator	Mrs. Lisa Petersen
RTI Instructor	Mrs. Kim Groleau
K-8 Visual Arts	Mrs. Jen Krolak
Speech	Mrs. Susan May
Psychologist	Mr. Kevin Gallagher
School Counselor	Mrs. Maggie Alderman
Teacher’s Aide(s)	Mrs. Carrie Fanti Mrs. April Passini Mrs. Vanessa Kelly
Custodian	Mr. Ray Seghi
Administrative Assistant	Mrs. Carol Wineinger
Secretary/Food Service Director	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: Sid Haas, Michelle Rich, Ryan Linnig, Debbie Herz, Adam King, Chad Crane & Joel Foster, and Teri Rossman.

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.

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

For issues on the bus or during lunch and or lunch recess, contact Mr. Foster.

If it is an issue regarding sports, be sure to refer to the Extracurricular Handbook.

2nd STEP: If the issue was not resolved in STEP #1 above, contact Mrs. Rossman (Principal).

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

4th 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

- 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 are required to show evidence of a physical exam and current immunization records as indicated under "**PHYSICAL EXAMS, IMMUNIZATIONS, DENTAL & VISION RECORDS**"
- Completed registration packets.
- 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 student's transportation to or from school. If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District but will be living within the District within 60 days after the time of initial enrollment, the child can enroll, subject to the requirements of State law, and must not be charged tuition.

STUDENT FEES

\$50.00	K-8 th Registration Fee
\$18.00	5 th -8 th PE Uniform
\$10.00	Replacement/Extra PE Shirts or Shorts
\$8.00	Yearbook
\$25.00	K-2 nd 1:1 Technology Fee
\$50.00	3 rd -8 th 1:1 Technology Fee
\$25.00	8 th Grade Caps/Gowns/Tassels

Lunches and loaned textbooks are available free of charge or at a reduced rate to students whose parents are unable to pay the fees. Applications are available through the District office

QUALIFYING STUDENT FREE LUNCH

A free sack lunch is available to children whose families qualify under Federal guidelines. For additional information, contact the District office.

LOCKERS AND LOCKS

Lockers are school property provided for student use. Lockers may be inspected by school personnel when deemed appropriate. 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. 5th-8th 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 assignment in lieu of participation.

LOCKER ROOMS

Locker rooms are provided for student use and are a privilege. 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 8th 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, 2nd & 6th grades, Physical exam for Kindergarten & 6th, 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 student 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. These 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 include achievement test scores, school ability index scores, discipline records, and all 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 school calendar.
- The District will strive for consistency in grading and reporting.
- 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.
- 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
 - Performance on standardized assessments

Parents will be notified by the teacher by the end of the 2nd trimester if retention is being considered.

ONLINE GRADE ACCESS

Available at www.dimnick175.com. Parents may register for online access to grades via Teacher Ease by filling out the appropriate portion on either the registration or Parent & School Communication Sign Up form. 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-4th GRADING SCALE

- M = MEETS** Consistently and independently meets or exceeds the grade level standard.
- P = PROGRESSING** Making appropriate progress toward meeting grade level standards and end of the year expectations with support.
- L = LIMITED DEVELOPMENT/PROGRESS** Demonstrates limited understanding of the grade level standard. 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 grade level standard. Additional instruction, practice and support needed.
- X=Not Assessed** The standard has not yet been assessed

5th-8th GRADING SCALE

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

HONOR ROLL

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

HIGH HONOR ROLL

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

SUBJECTS ARE WEIGHTED AS FOLLOWS

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

ACADEMIC ELIGIBILITY & EFFORT REQUIREMENTS FOR EXTRACURRICULAR PARTICIPATION

Extracurricular activities are a privilege. Students are responsible for maintaining appropriate grades and completing assigned work on time. Eligibility is determined weekly. 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 games/events Sunday through and including Saturday of the next week in which school is in session. When a student is ineligible, the appropriate teacher will notify parents and the Athletic Director will notify the student athlete and coach. Students will be removed from the team if they are ineligible for any 3 weeks in the season. When starting a new trimester eligibility will not be determined until the 3rd week.

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 to 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

8TH GRADE GRADUATION REQUIREMENTS

- Maintain a minimum of at least a 70% in all subjects taken (calculated by averaging all 3 trimesters).

- Passed the U.S. Constitution Test with at least a 70%.
- Passed the Illinois Constitution Test with at least a 70%.
- Students must maintain acceptable levels of attendance. Students with unexcused absences in excess of 10% may not be permitted to participate in the commencement ceremony.
- All outstanding fees/fines must be paid in full to participate in the ceremony.

8TH GRADE AWARDS AND HONORS

Will focus on the areas of emphasis indicated in the Dimmick School Vision: Expect Excellence in *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 7th and 8th grade with no trimester grades in any subject below a 90%. 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 5th -8th 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 5th -8th Grade Teachers) Recipient should exemplify what it means to be a Dimmick student. (Respectful, Responsible, Role Model and Always Does his/her Personal Best)

Eric Dawson HUMANITARIAN/FRIENDSHIP Award

(1 Recipient selected by the 5th -8th Grade Teachers) Recipient must be Empathetic, Kindhearted, Friendly/Personable, Displays a Positive, Attitude, Humble and Selfless

LEADERSHIP

Kent Pratt Award

(1 Recipient selected by the 5th -8th 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**

8th 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 90% in Math, composite score in the “Average” to “Well Above Average” range on the AIMS Web Math, a minimum of an 85% or higher in all other subject areas through the first two trimesters of 7th Grade 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: 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.

8th grade students who successfully complete a high school algebra program will receive a red cord to be worn during 8th 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-8th grade Spanish is a component of the required District Curriculum. 8th 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.

- 8th 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 8th 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 will be provided based on their educational appropriateness to the district curriculum and or be planned as incentives for students to earn for various district efforts. For “incentive trips”, students must be in good academic and behavioral standing to attend. Students may be restricted from attending field trips when deemed appropriate by the administration. 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 are 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.

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 during lunch recess or on Wednesdays from 2:30-3:30. Students may also be referred to the RtI team for consideration of a plan to address the issue.

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 to 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 also call to pick up work which will be ready by 3:30. 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 beside that which is assigned by the teacher is strictly prohibited. Consequences for violating technology expectations: Each offense will result in a demerit being issued. 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 a detention or suspension. Damage to equipment will result in those costs being assessed to parents.

1:1 CHROMEBOOK POLICY

3rd-8th 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 FEES

Chromebooks are provided for student use in grades K-8.

K-2: \$25.00

3-8: \$50.00

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 Tech Office located in the library. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

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.
- Students/parents will be charged for Chromebook repairs and or replacement, replacement mice, styluses, headphones and or Chromebook cases.
- up to **\$50.00** 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. The Chromebook **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 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

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 using the Google Cloud Print service. A wireless home network is required for this. <http://google.com/cloudprint>

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 on proper file management procedures.

PERSONALIZING THE CHROMEBOOK

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Dimmick School District 175. Please remind your child that the device belongs to the school district and any personalized media (videos, photos) are subject to inspection and 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 ORIGINALLY INSTALLED SOFTWARE

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 for 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. 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 to and from school. 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 is 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

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

LEGAL PROPRIETY: THESE WILL BE TAUGHT AS PART OF THE DIGITAL CITIZENSHIP 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 is a violation of the Dimmick School discipline code.
- Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

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.

MEDICAID DATA RELEASE

The District can seek reimbursement from Medicaid for health services documented in your child's IEP if your child is Medicaid eligible. Medicaid is a source of federal funds approved by Congress to help Districts maintain diagnostic and therapeutic services for students. The process requires the District to provide Medicaid with

your child's name, birthdate, and Medicaid number. Federal law requires annual notification of your 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: Carol Wineinger, 297 North 33rd Road LaSalle, Illinois 61301. Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

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.

RtI (RESPONSE TO INTERVENTION)

RtI emphasizes the importance of providing high quality, scientifically based instruction and interventions to students who are at risk both academically and behaviorally. This system 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.dimnick175.com/parent-resources.

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 8:15AM to 3:15PM Monday, Tuesday, Thursday and Friday. Early dismissal days (2:30 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 to school until 7:50 AM 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 snow or emergency weather conditions, school cancellations will be posted on the following radio stations:

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, www.WAJK.com, www.WLPO.net & <http://www.wglc.net>
- 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 come and 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 participate 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 had 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.

TARDIES

The district will contact parents/guardians once students reach a 10% tardy rate as the 1st 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.

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 student. 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 then 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 superintendent's office. All visitors are expected to check in at the Superintendent's office before proceeding to their destination. All

doors will remain locked during the school day .

Pre-school children will be allowed to attend P.T.O. sponsored programs and activities which take place during the school day provided that the pre-school children remain under the direct supervision of the parents at all times. Parents are responsible to ensure that there are no disruptions to the scheduled programs or classroom activities.

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. 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 placed 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.

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 a regular basis 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

FOOD ALLERGY 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. 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 a 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.

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 prescription 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.dimmick175.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 is 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 the most 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://lasallego.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 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 hands often and thoroughly with soap and water, especially after you cough or sneeze. Hand sanitizer dispensers 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.

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, be a role model and expect excellence in everything you do. 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. Accessories may not be extreme in nature and may not depict any gang affiliations.

Tops: All tops should have either a crew neck or collar and cover the entire torso. Clothing may not be see-through. Low or plunging necklines are unacceptable. No sleeveless shirts, tank tops or spaghetti straps will be acceptable unless they are covered by other articles of clothing that are sleeved and cover the shoulders. No undergarments should not be visible at any time.

Bottoms: Shorts or skirts must extend beyond finger-tip length. Clothing must be worn at or above the waistline. Rips, tears, or openings above the knee are not permitted. No undergarments should not be visible at any time.

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.

Hair Styles/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 with 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.

CELL PHONE POLICY: Unless authorized by the teacher for educational purposes only, students must keep cell phones in their lockers during the day or school activity. Students using them for non-educational purposes during school hours will have them confiscated. Parents will be required to pick them up in the office.

STUDENT EXPECTATIONS AND BEHAVIOR MANAGEMENT PLAN

STUDENT EXPECTATIONS

Students are expected to **“Be Respectful, Be Responsible, Be a Role Model and Expect Excellence in everything they do”**. These skills/behaviors are essential to success both while in school and in the future.

Issues that are not specifically mentioned in this discipline policy will be handled by the district on a case by case basis.

SUPERVISION OF STUDENTS

Supervision of students shall be provided in the school and on the school grounds during the school day and at all extra-curricular activities. The school day is defined as the time students enter a school vehicle or arrive on the school grounds and ends with their departure from school property or a school vehicle. Teachers, staff members, coaches, supervisors, and volunteer parents are responsible for maintaining discipline on school property or at school sponsored activities.

GRADES K-2: K-4th Grade will utilize a colored “3 R Star Behavior Clip Chart” (**R**espectful, **R**esponsible, **R**ole Model) to monitor student behaviors and choices. In this approach, a clip chart will be posted in each classroom and students will be responsible for moving their clip **“UP”** for positive behaviors and **“DOWN”** for inappropriate behaviors or actions with prompting from District staff. Students may have the opportunity to earn a reward as an incentive for positive behaviors and actions.

PURPLE “Our 3 R Star”	Students who exemplify being Respectful, Responsible and a Role Model.
BLUE “Role Model”	Students who make positive choices throughout the school day.
GREEN “Ready to Learn”	Everyone starts on green each day and receive a sticker on their behavior charts for remaining at green or higher each day.
YELLOW “Stop and Think”	Students receive a warning for behaviors that are not Respectful, Responsible or those that we would expect from a Role Model.
RED “Parent Contact”	Continued behaviors that are not Respectful, Responsible or those that we would expect from a Role Model or more severe infractions will result in a student being moved to red. When a student is moved to red, parents will be contacted by the teacher and the behaviors logged on Teacher Ease.

GRADES 3-8: The following procedures will be used for addressing inappropriate student behaviors and choices.

Consequences	Examples (This list serves as a guide and is not intended to be all inclusive)	Procedure
MINORS: Managed by the Teacher	<ul style="list-style-type: none"> ▪ Talking out of turn ▪ Unprepared for class ▪ Dress code violation ▪ Unprepared for class/no Chromebook ▪ Off task ▪ Minor noncompliance ▪ Littering ▪ Inappropriate hallway behaviors ▪ Late to class ▪ Candy/gum ▪ Touching other students ▪ Teasing/name calling ▪ Dishonesty 	Teacher issuing the minor will log infraction on Teacher Ease. (Ex. Minor #1 dress code violation, Minor #4 talking out of turn in class) Minors are cumulative 3 Minors will result in a referral. 5 Minors will result in a detention. Once a detention has been served minors reset.
REFERRALS: Managed by the Teacher	<ul style="list-style-type: none"> ▪ Accumulating 3 minors ▪ Cheating (And will receive a “0”) ▪ Pushing/shoving other students ▪ Cell phone violations ▪ Misuse of technology/equipment ▪ Disrespect toward staff member/substitute ▪ Inappropriate language ▪ Excessive teasing/name calling ▪ Disruptive behaviors in class ▪ Leaving class without permission ▪ Throwing objects 	Referral will be made to the Teacher who will then contact parents. 1 Referral is equal to 3 minors.
DETENTION: Managed by the Principal	<ul style="list-style-type: none"> ▪ Accumulation of 5 minors ▪ Inappropriate use of technology/Equipment ▪ Profanity (Verbal, written, text, gesture, etc.) ▪ Minor physical confrontation ▪ Gross disrespect toward others ▪ Verbal/physical harassment/bullying ▪ Verbal aggression ▪ Damage to school property or that of others ▪ Inappropriate use of technology/equipment ▪ Inappropriate physical contact ▪ Harassment of another student ▪ Use of sexual, sexist, racist, discriminatory language, writing, text or gestures ▪ Minor theft (items of little or no value) 	The Principal will contact parents when a detention is issued. Detentions will be scheduled by District staff and served-either from 7:30AM-8:15AM or from 3:15PM-4:00PM NOTE: In order to improve behavior when certain patterns exist, students in consultation with the RtI Team, may be required to develop a behavior implementation plan

<p>IN-SCHOOL SUSPENSION:</p> <p>Managed by the Superintendent</p>	<ul style="list-style-type: none"> ▪ Accumulating 3 detentions will result in 1 day of in school suspension. ▪ Misuse of technology of equipment that causes physical or emotional harm to others or violates privacy ▪ Major theft (<i>items of value</i>) 	<ul style="list-style-type: none"> ▪ Major vandalism resulting in damages in which cost is incurred ▪ Possession of lighters or matches ▪ Severe bullying ▪ Sexual harassment ▪ Student fighting 	<p>Before serving the in-school suspension, charges will be explained, and the student will be able to respond. The Superintendent will attempt to contact Parent/Guardians and log the infraction on Teacher Ease.</p> <p>Students are supervised by certified personnel and will be given the opportunity to complete work during the in-school suspension for equivalent academic credit. Students will be excluded from extracurricular events/field trips/incentive trips the week Monday through Sunday that the suspension is served.</p>
--	--	---	--

OUT OF SCHOOL SUSPENSION AND/OR POSSIBLE EXPULSION

- Willful injury, threat of injury or employment of any kind of object in a manner to risk or inflict harm or injury to another pupil, employee, volunteer helper or any other person.
- The possession, use, sale or sharing of tobacco, vaping, e-cigarettes, drugs (over the counter or prescription), 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
- Possession or use of firecrackers or explosive devices, guns, ammunition, knives or any dangerous objects or materials which might present a hazard to health or safety.
- Vandalizing or willfully damaging school property or property belonging to others. (Parents are responsible for any school or individual property their children willfully damage)
- Excessive gross disrespect district toward staff or volunteers by either verbal or non-verbal means.
- Willfully disobeying reasonable orders, instructions or requests issued by district staff or volunteers.
- Behavior that substantially or materially disrupts the educational process or discipline in the school or interferes with the conduct of any school sponsored activity.

NOTE: Any student under suspension or expulsion will not be permitted to attend after school activities, field trips or any other special activities during the disciplinary period.

OUT-OF-SCHOOL SUSPENSION

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

- A conference during which the charges will be explained, and the student will be given an opportunity to respond to the charges before he or she may be suspended. A pre-suspension conference is not required, and the student can be immediately suspended when the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
- An attempted phone call to the student’s parent/guardian.
- A written notice of the suspension to the parent/guardian and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child’s right to a review of the suspension.

- b. Include information about opportunities to make up work missed for equivalent academic credit.
- c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend.
- d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
- e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 1. For a suspension of 3 school days or less, an explanation that the student’s continuing presence in school would either pose: A threat to school safety, or a disruption to other students’ learning opportunities.
 2. For a suspension of 4 or more school days, an explanation: That other appropriate and available behavioral and disciplinary interventions have been exhausted, as to whether school officials attempted other interventions or determined that no other interventions were available for the student, and that the student’s continuing presence in school would either: Pose a threat to the safety of other students, staff, or members of the school community, or Substantially disrupt, impede, or interfere with the operation of the school. For a suspension of 4 or more school days, an explanation: That other appropriate and available behavioral and disciplinary interventions have been exhausted, as to whether school officials attempted other interventions or determined that no other interventions were available for the student, and that the student’s continuing presence in school would either: Pose a threat to the safety of other students, staff, or members of the school community, or Substantially disrupt, impede, or interfere with the operation of the school.

A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the

student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number above.

EXPULSION

Exclusion from school and/or denial of educational services that the student would otherwise be entitled for a period of no more than 10 days and not more than the school term.

SUPERINTENDENT/BOARD OF EDUCATION

The Board of Education has delegated to the Superintendent the power to suspend students in accordance with State laws.

- A conference during which the charges will be explained and the student will be given an opportunity to respond before he or she may be suspended. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
- An attempted phone call to the student's parent/guardian.
- A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall: Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension; Include information about opportunities to make up work missed for equivalent academic credit; Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend; Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
- Depending upon the length of the out-of-school suspension, include the following applicable information:
 1. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either poses a threat to school safety, or a disruption to other students' learning opportunities.
 2. For a suspension of 4 or more school days, an explanation: That other appropriate and available behavioral and disciplinary interventions have been exhausted, As to whether school officials attempted

other interventions or determined that no other interventions were available for the student, and that the student's continuing presence in school would either: Pose a threat to the safety of other students, staff, or members of the school community, or Substantially disrupt, impede, or interfere with the operation of the school. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.

3. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.
4. State that the School Code allows the School Board to expel a student for a definite period not to exceed 2 calendar years, as determined on a case-by-case basis.

DUE PROCESS PROCEDURES FOR EXPULSIONS

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

- Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 1. Include the time, date, and place for the hearing.
 2. Briefly describe what will happen during the hearing.
 3. Detail the specific act of gross disobedience or misconduct resulting the decision to recommend expulsion.
 4. List the student's prior suspension(s).
 5. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
- Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent

or designee shall invite a representative from the Dept. of Human Services to consult with the Board.

- During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
- If the Board acts to expel the student, its written expulsion decision shall:
 - Detail the specific reason why removing the student from his/her learning environment is in the best interest of the school.
 - Provide a rationale for the specific duration of the recommended expulsion.
 - Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

Upon expulsion, the District may refer the student to appropriate and available support services.

SPECIAL EDUCATION/DISCIPLINE

A student may not be expelled for behavior which is or results from a handicap as defined in 105 ILCS 5/14-1.01 through 5/14-1.07 and the Rules and Regulations to Govern the Administration and Operation of Special Education. If a child poses a physical danger to himself/herself, other students, faculty or school property, a student may be removed from school, suspended, or expelled. If evidence is presented during an expulsion or suspension proceeding which indicates that the student's behavior is symptomatic of, or results from, a handicap as defined in the Illinois Revised Statutes or special education rules and regulations, the student shall be referred for special education evaluation pursuant to the Rules and Regulations to Govern the Administration and Operation of Special Education. For more information contact the Information Center at the Illinois State Board of Education at 217-782-4321 to request a copy of a document entitled, Communication on Discipline of Children with Disabilities.

STUDENT GANGS AND GANG RELATED ACTIVITIES

The presence of or student involvement in gangs, or gang related activities, on school grounds or at school related events is strictly prohibited. This includes the display of gang symbols or paraphernalia. Any student who violates this policy shall be subject suspension or expulsion.

TOBACCO/VAPING/DRUGS AND ALCOHOL

Possession, use, sale or sharing of tobacco, vaping, e-cigarettes, drugs (over the counter or prescription), 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. Students in violation will be subject to in or out of school suspension, banned or removed from extracurricular activities and the local authorities may be notified. Students requiring either over the counter- medication or prescription medication must have a medication authorization form signed by a physician on file with the office.

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.

BULLYING POLICY

The complete policy is posted on the district website - 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:

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

function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. 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 from Section 27-23.7 of the 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 under the "Parent" tab.

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 Coordination, Mr. Linnig, Superintendent. Information is available on the District website: www.dimmick175.com under the "Parent: tab. The Title IX Coordinator will discuss with the complainant the availability 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 of Education has appointed Coordinators for Nondiscrimination for the School District, **Mrs. Debbie Herz**, and **Mr. Josh Turigliatti**. 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 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 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 7th and 8th 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 need to contact Illinois Central Bus at (815).284.8600 no later than 7:00 AM. If a parent or guardian is picking a child up after school, the office needs to be notified via a written note or phone call no later than 12:00PM (Noon) that day.**

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 7:50 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 33rd 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 33rd 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.

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.

BUS DISCIPLINE

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 lead teacher or other administrator. The following sequence of discipline will normally be followed.

1st 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.

2nd 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.

3rd 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.
- Aisles in 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 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.