

Du Quoin
High School
Student-Parent Handbook
2017-2018
“Success is a Choice”



Gary Kelly, Ph.D.— Superintendent
Matthew Hickam — Principal
Jeff Gossett — Assistant Principal

Du Quoin C.U.S.D #300

Vision Statement

All Students of Du Quoin CUSD 300 will learn to become productive, contributing members of an ever changing society through collaborative efforts of students, faculty/staff, parents, and community members.

Mission Statement

Du Quoin CUSD 300 will effectively educate and prepare all students to be life-long learners and positive contributors to society and the community through the utilization of diverse and relevant learning experiences and a supportive learning environment.

Belief Statements

We believe:

- All students can learn.
- Students and teachers shall be engaged in the learning environment.
- The school culture will be a positive learning environment.
- The District will strive to insure that basic human needs for all students will be met.
- Students will be prepared for a productive life beyond high school.
- Through supportive parents, all students will come to school ready to learn.
- Teachers will reach and teach all students.
- Teachers will strive to motivate and positively influence all students.
- A coordinated curriculum/instructional process will best meet the needs of our students.
- Dialogue between the home and school shall be on-going and informative.
- The District, community, and parents will mutually support the students or our District.

Introduction

Welcome to the 2017-18 school year. We are anticipating another exceptional year at Du Quoin High School. This handbook is designed to give you and your parents critical information about educational opportunities and responsibilities at Du Quoin High School. We encourage you to read and become familiar with the information contained in this handbook.

Our motto “Success is a Choice” represents the guiding principle of Du Quoin High School. It is a principle rooted in the concepts of initiative, self-control, cooperation and hard work. It is best illustrated in the following quote by Rick Pitino:

“You want to succeed? Okay, then succeed. Deserve it. How? Outwork everybody in sight. Sweat the small stuff. Sweat the big stuff. Go the extra mile. But whatever it takes, put your heart and soul into everything that you do...but that won’t happen unless you choose to make it happen. Success is not a lucky break. It is not a divine right. It is not an accident of birth. Success is a choice.”

It is our hope each of you will work together with the faculty to make this an enjoyable and rewarding year. Du Quoin High School offers the opportunity for achievement in the classroom, the arts, athletics, student clubs, and organizations. Du Quoin High School has an excellent faculty and staff, good facilities, and a history of high educational standards and extracurricular achievements. However, none of these are of value without your determination to perform to the best of your ability. This means attending school regularly, completing assignments, observing school regulations, supporting and participating in extracurricular activities, and conducting yourself in such a manner that will bring honor to you, your parents, and to the school. Participate! Get involved! Make your high school years challenging and rewarding.

“Success is a Choice”

Matthew Hickam, Principal, DHS

Welcome Back

We are very much looking forward to this school year and are excited to have you be a part of DuQuoin High School. Please take the time to read the Student-Parent Handbook. As you read it, you will realize changes have been made. For your convenience, new policies are indicated in red. The best way to learn about these changes is to take time to read the handbook. If you have any questions or concerns, know that our doors are always open for you. We will work hard to provide a safe and positive learning atmosphere for both students and teachers — an environment which allows the teacher to teach and the student to learn. Let's take the time and effort to work together to make DuQuoin High School the type of school we can be proud of and the type of school that helps you reach for your goals in life.

Jeff Gossett
Assistant Principal, DHS

Du Quoin Community Unit Schools District # 300

Gary Kelly, Ph.D. – Superintendent

Board of Education

Mr. Mark Woodside -- Board President
Mr. Paul Brock – Board Vice President
Ms. Karen Williams – Board Secretary
Mr. Jamie Ellemeyer – Board Member
Dr. Patrick Riley – Board Member
Mr. Larry Valier – Board Member
Ms. Trent Waller – Board Member

Du Quoin High School Administration

Mr. Matthew Hickam – Principal
Mr. Jeff Gossett -- Assistant Principal

Support Personnel

Billie Stephens	Secretary
Denise Hirsch	Bookkeeper
Nikki Saunders	Clerical
Tina Kurtz	In-School Supervisor
Michael Riggio	Technology Assistant
Kacey Rasnic	Instructional Aide
Dane Porter	Maintenance
John Malinee	Maintenance
Gary Fann	Maintenance
Chris Coleman	Maintenance
Russell Wyatt	Maintenance

School Counselors

Eric Kirkpatrick
Lynn Gross-Woodside

Faculty and Staff

<i>Name</i>	<i>Assignment</i>	<i>Co-Curricular</i>
Justin Barrington		Boys' Basketball
LaTasha Baxter	English	Pep Club
Derek Beard	Special Ed.	Head Boys' Track
		Asst. Football
Shane Boyett	Computers	Asst. Football
		Head Girls' Track
Jaime Brown	Special Ed.	
Matt Brown	Special Ed.	
Julie Bruns	Phys. Ed./Dr. Ed.	
Lindsey Bush	English/Acad. Success	Yearbook/Pep Club
Larry Caldwell	Health/P.E.	
John Campbell	Athletic Director/P.E.	

Lisa Coleman	English	
Andrea Collins	Art	Art Club
Donna Davison	Science	
Keith Ellis		Asst. Basketball/ Asst. Football Girls' Basketball Indianettes
Shawn File	Social Studies	
Brittany Funk		Baseball
Kyle Geiger	P.E.	Cheerleading
Sarah Geiger	Social Studies	Freshman Sponsor Indianettes
Bri Green		Asst. Football
John Gross	Phys. Ed.	Senior Sponsor
Lynn Gross-Woodside	Counselor	
Nicole Heisner	English	
A. J. Hill	Soc. St. / Acad. Success	Football
Robert Huntley	Agriculture/Ind. Ed.	FFA
Jason James		Softball
Zach Jones	Science	
Eric Kirkpatrick	Counselor	Cross Country Asst. Girls' Track
Scott Loyd	CHOICES Program	
Rebecca McCrary	Spanish	Spanish Club
Emily McKinney	Math	Cheerleading Junior Sponsor Sophomore Sponsor
Bethany McPherson	Driver Education	Asst. Football
Al Martin	Special Ed.	Volleyball
Isaac Miller	Math	
Ann Ochs	Agriculture	Golf
Bryson Potts	Math	Asst. Girls' Basketball
Rebekah Reyling	French/Journalism	French Club Magnavox Student Council
Marcy Robison	Special Ed.	
Denise Smith	Band	
Teresa Stacey	Family & Consumer Sci.	FCCLA
Ryan Summers	Social Studies	Scholar Bowl
Marlin Wilcoxon	Science	
Leah Winter	Math	National Honor Society Mathletes
Denise Woodsides	Business	FBLA Freshman Co-Sponsor

Communicating to Du Quoin High School

When contacting your school the best place to begin is with the person(s) directly involved. The teacher should be contacted when a student related problem is involved or the principal when a school regulation or practice is your concern. The teachers are on duty between 7:45 a.m. and 3:20 p.m. Teacher conference periods will be a 48-minute time frame during their planning period. It is always advisable to call for an appointment in advance. Teachers will return phone calls during their conference period. Teachers will not be called out of class.

When a situation cannot be resolved at the lowest possible level then it should be taken to the next level in the chain of command. Once you have talked to the teacher and the principal you may still want to bring your concern to the attention of the superintendent, especially when it involves state laws or district wide policies. When the superintendent cannot resolve your problems and the concern is important enough to be brought before a public meeting of the full Board, you should ask the superintendent for a place on the agenda for the next Board meeting. Our Board sets aside time at its meetings for public input. Time limits are set so all persons can be accommodated. Please find out in advance about the rules of a Board of Education meeting. Your views are strengthened when they can be read as well heard.

Phone Calls

Students may use the phone in the office in the case of an emergency (e.g. sick, hurt).

Persons to Call When Certain Problems Arise

To discuss matters of general administration call 542-3856 and ask for the superintendent.

Attendance and Tardiness

To report absences or tardiness call 542-4744.

Grades, Scholastic Record and School Adjustment

To discuss a pupil's grades, adjustment and general progress call 542-4744 and ask for the Guidance Office.

Parent-Teacher Conferences

To arrange for a parent-teacher conferences call 542-4744 and ask for a Guidance Counselor.

Student Behavior

To discuss a pupil's general behavior or as a result of a disciplinary problem call 542-4744 and ask for Mr. Gossett (Ext. 2156).

Suspensions and Expulsions

To discuss serious disciplinary action call 542-4744 and ask for Mr. Gossett or Mr. Hickam. (Ext. 2156 or 2157).

Transportation and Bus Routes

To discuss transportation matters, bus routes or bus schedule call 542-3856 and ask for the Superintendent.

Building Reservations and Calendar

To discuss the school calendar, call 542-4744 and ask for Mr. Gossett. (Ext. 2156). To request use of the high school facility, call the District Office at 542-3856.

MISCELLANEOUS ITEMS - CALL 542-4744- AND ASK FOR

Lost and Found - Mrs. Stephens or Mrs. Hirsch (Ext. 2153)

Driver Education - Guidance Office (Ext. 2166/2167)

Fees - Mrs. Hirsch (Ext. 2155)

Library - Mrs. Bishop (Ext. 2127)

Work Permits - Mrs. Stephens or Mrs. Hirsch (Ext. 2153 or 2155)

Athletics – Mr. Campbell (Ext. 2120)

Matters *Not* Listed

When matters arise and you are not sure who to call, please call 542-4744 and ask for Mr. Hickam.

Illinois State Police Hotline

Students may call anonymously when they have knowledge of possible threats or violence at school. The number is toll free at **1 – 800 – 477 – 0024**.

Informing Parents About Offender Community Notification Laws

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

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

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

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

Lunch Program Policy

Each student has an individual account for lunch. Money is deposited in their account by check or cash in a sealed envelope with the student's name and grade level on the envelope. Students are encouraged to maintain a positive balance. If an account is ten dollars or more in arrears you will receive an automated phone reminder of your account status. Regular lunches will be served as per state guidelines.

**Du Quoin Community Unit Schools
School Calendar
2017-2018**

Aug. 14-15	Mon./Tue	District Teacher Institute Day
Aug. 16	Wed.	First Day Student Attendance
Aug. 16-18	Wed.-Fri.	"B" Schedule – 2:05 Dismissal
Aug. 18	Fri.	Back to School Night/"Soap Game"
Sept. 5	Mon.	No School – Labor Day
Sept. 21	Thurs.	Homecoming Parade – "B" Schedule
Oct. 6	Fri.	No School - Teacher Institute
Oct. 9	Mon.	No School – Columbus Day
Oct. 19	Thurs.	"B" Schedule - Teacher Meeting
Oct. 31	Tues.	"C" Schedule - Teacher Institute
Nov. 1	Wed.	Parent-Teacher Conferences 5-7:30 PM
Nov. 2	Thurs.	Parent-Teacher Conferences 3:30-6:00 PM
Nov. 3	Fri.	NO SCHOOL
Nov. 10	Fri.	NO SCHOOL - Veterans Day
Nov. 21	Tues.	"B" Schedule
Nov. 22-24	Wed.- Fri	NO SCHOOL – Thanksgiving Break
Dec. 7	Thurs.	"B" Schedule – Teacher Meeting
Dec. 20	Wed.	"B" Schedule – Winter Break
Dec. 21- Jan. 2		No School – Winter Break
Jan. 3	Wed.	School Resumes
Jan. 15	Mon.	No School – Dr. Martin Luther King's Birthday Observed
Jan. 18	Thurs.	"B" Schedule - Teacher Meeting
Feb. 14	Wed.	½ Day/School Improvement Day
Feb. 29	Mon.	No School-President's Day
March 16	Fri.	½ Day – School Improvement Day
March 28	Wed.	"B" Schedule
March 29 - April 3	Tues.	No School - Spring Break
April 4	Wed.	School Resumes
April 12	Thurs.	"B" Schedule - Teacher Meeting
May 28	Mon.	Memorial Day
May 30	Wed.	Tentative Last Day of School
May 31	Thurs.	No School – Teacher Institute Day

Grading Period	School Days	Last Day of Nine Weeks	Report Cards
First Nine Weeks	40	10/13/17	10/20/17
Second Nine Weeks	43	12/20/17	01/03/18
Third Nine Weeks	46	03/09/18	03/16/18
Fourth Nine Weeks	53	05/31/17	05/31/18

School Bell Schedules

Period	A Schedule	B Schedule
1	8:05-8:53am	8:05-8:47am
2	8:58-9:44am	8:52-9:33am
3	9:49-10:36am	9:38-10:19am
4	10:41-11:28am	10:24-11:05am
	Freshman lunch 11:28am-12:13pm	Freshman lunch 11:05-11:50am
5A	11:33am-12:18pm	11:10-11:55am
	Soph, Jr., Sr. lunch 12:18-1:03pm	Soph, Jr., Sr. lunch 11:55am-12:40pm
5B	12:18-1:03pm	11:55am-12:40pm
6	1:08-1:55pm	12:45-1:26pm
ELT	2:00-2:20pm	n/a
7	2:25-3:12pm	1:31-2:12pm

Period	C Schedule (AM)	Period	C Schedule (PM)
1	8:05-8:50am	5	8:05-8:58am
2	8:55-9:39am	6	9:03-9:55am
3	9:44-10:27am	ELT	10:00-10:20am
4	10:32-11:15am	7	10:25-11:15am

SCHOOL SONG:

(To the tune of “The Notre Dame Victory March”)

DuQuoin FOREVER

DuQuoin Forever, Our Song Shall Be

Our Team Forever, To Victory!

Raise Our Flag of Red and Black

Daring and Courage Never Lack!

Rah! Rah! Rah!

Three Cheers for DuQuoin

Loyal and True!

Always a Winner, Pushing Right Through!

At Our Games You’ll Always See

It’s DuQuoin to Victory!

Although the School Song is usually heard only at football and basketball games, there are more ways, other than becoming an athlete, to become an Indian. All over DHS, students show their school spirit and loyalty in different ways. Student Council attends workshops and conventions; FBLA compete in area, State and Regional competitions; and the Speech Team talks their way to various places. While some students choose to go outside the school walls to be Indians, others strive to achieve academically and still others have mastered the art of getting along at school. Each one, no matter where, he/she is, is an Indian. Being an Indian means choosing the place in which he/she can best use his/her talents for bettering him/herself and DHS.

2017 - 2018 Du Quoin High School Student Procedures

Student Access to Building

The main door and commons area will be open at 7:15 a.m. Students will remain in this area unless with a teacher. Students will not be permitted in the rest of the building prior to 7:55 a.m. Once a student has arrived at school, they are not permitted to leave campus. The school

campus prior to school starting is defined as the lobby area inside the school and outside by the lobby doors. Students are not allowed to go to the parking lot or down the sidewalk by the school. Students may access the cafeteria prior to 7:55 a.m. for breakfast. ***Students are not to congregate outside the main office lobby doors.*** Students outside the above stated areas will be considered in an unauthorized area. Students who do not have open campus privileges during lunch must stay on school campus. School campus at lunch is defined as the commons area. All other areas of the school are considered to be an unauthorized area. Students found in unauthorized areas will receive a consequence.

All other exterior doors will be locked during the school day. If a visitor wants to enter the facility, they must request entrance through the main office doors, sign in, and receive a visitor's pass from school personnel. School personnel may request a visitor to produce a valid photo ID while signing in to verify their person. If a visitor refuses to produce such documentation upon request, they will be escorted out of the facility immediately.

NO FOOD OR DRINKS WILL BE ALLOWED IN THE CLASSROOMS AT ANY TIME. ALL FOOD AND DRINKS ARE TO BE THROWN AWAY BEFORE LEAVING THE COMMONS AREA.

****Students who need food and drink throughout the day due to medical needs will be permitted to do so. However, this must first be cleared through the school nurse and administration.**

Visitors

Any visitor to the school or on school property must report to the office. All visitors are expected to leave promptly when business is complete. As a rule visitors are not permitted to attend class and must obtain written permission from the principal or assistant principal in order to do so. Students bringing visitors to school must have office and teacher approval at least one day in advance.

Parent Conferences

Parents are welcomed and encouraged to come and talk with teachers and counselors. Appointments must be made to coincide with teacher's schedules. This should be done through the counselor's office.

Regulations for Dances and Socials

1. All requests for socials and dances are to be made when the yearly calendar is made or at least two weeks prior to the desired date.
2. The date and plans for all parties must be approved by the assistant principal.
3. All activities shall be held on school premises unless otherwise permitted by the principal.
4. All parties and/or dances shall close at **11:00PM** unless otherwise permitted by the principal.
5. Every effort must be made to schedule an activity on a Friday or Saturday night.
6. All organizations shall be under the control of faculty, who shall act as sponsors.
7. All activities must be chaperoned by members of faculty. A minimum of two is required; more are desired.
8. No person who is not a member of the invited group is to be present. When it is permissible to invite non-students they must observe the same rules as the student. (Pre-high school students are never permitted to attend high school dances and/or social events). Each student is responsible for the conduct of his/her behavior.
9. The “No Smoking” rules shall be rigidly enforced. The same applies to alcoholic beverages. Rowdy-ism will not be tolerated.
10. Student may be required to meet criteria including breathalyzer test and searches. Vehicles are subject to search and seizure.
11. Above all, appoint a clean-up committee and supervise their work. Bottles, paper, etc. should be picked up. Make sure rubbish cans and other clean-up items are available in advance.
12. Put away and check all school equipment thoroughly. Make sure students take home their property.
13. The sponsor should be the last person to leave the building. He/she must check all lights, doors and windows.
14. If a student leaves a dance, they may not return.
15. If students bring a guest to a dance they must sign up one (1) week in advance with the appropriate sponsor and produce a

photo ID of the guest to be copied, along with providing residency information of the guest.

16. No person who has attained the age of 21 will be permitted to attend dances/socials with the exception of enrolled students at Du Quoin High School.
 17. *Students must have at least a 90% attendance rate to be eligible to attend any dance sponsored by Du Quoin High School. An attendance rate below 90% due to extenuating circumstances or an extended, documented medical reason may be excused at the administration's discretion.*
 18. *Students must be passing a minimum of 5 of 7 classes at the midterm to be eligible to attend any dance sponsored by Du Quoin High School.**
- *Attendance rate and academic eligibility checks will be made at the following times: mid-term of 1st quarter for Homecoming Dance, mid-term of 2nd quarter for Sweetheart Dance and mid-term of 3rd quarter for Prom.*

If a student has dropped, withdrawn, or been expelled from Du Quoin High School they will not be admitted as a guest to any dance.

Du Quoin High School reserves the right to deny admission to any guest without providing reason or rational. School dances are extra-curricular school functions held for students enrolled at DuQuoin High School, the guest policy is not a property right for individuals, and guests are subject to the discretion of administration in admittance to extra-curricular activities.

Requirements for Admission to DuQuoin High School

1. The student must be a graduate of the eighth grade or the equivalent. A student's parent(s)/guardian(s) must be residents of the DuQuoin Community Unit School District #300 geographical boundaries to be considered for enrollment.
2. According to the statutes of the State of Illinois, immunizations

and physical examinations prescribed by the Department of Public Health shall be required of all pupils in the public, private or parochial elementary and secondary schools. Physical examinations must occur within one year prior to entrance into kindergarten or the first grade and upon entrance into any school if that pupil has not previously been examined in accordance with the statutes. The following guidelines will be adhered to in the administration of the state statutes:

- A. Students enrolled in the district for all or part of the preceding school year shall have requirements completed by the first day of school or be excluded from school until such time as requirements are completed.
 - B. New students to the district who enroll at the beginning of the school year will have forty-five (45) days to complete requirements.
3. New students to the district who enroll after the beginning of the school year will have forty-five (45) days from the date of enrollment to complete requirements.

Pupils objecting to physical examinations or immunizations on religious grounds shall not be required to submit such documentation if they present to the district superintendent a statement of such objection by the parent or guardian.

Newly Enrolled Students/Incoming Students

In regards to newly enrolled and/or incoming students, they shall receive a zero total of disciplinary credits starting the day in which they enroll. However, students previously enrolled at DHS and left, withdrew, were home schooled, or had a medically excused absence, shall maintain and continue with disciplinary credits and/or disciplinary actions acquired prior to their absence from DHS.

In Good Standing

In compliance to Section 2-3.13a of the School Code, no student who is currently out of school due to a suspension or an expulsion shall be permitted to enroll and attend class in a public school into which they are transferring until the student has served the entire period of the suspension or expulsion imposed by the school from which the student is

transferring; provided the student has been suspended or expelled for knowingly possessing in a school building or on school grounds, a weapon as defined in the Gun Free Schools Act (20 U.S.C. 8921 et seq); for knowingly possessing, selling or delivering, in a school building or on school grounds, a controlled substance or cannabis; or for battering a staff member of the school.

Student Procedure at Registration

Students are to register at the beginning of school on the day and hour set aside for their class. Program schedules are already made out from spring pre-registration, and students may not change subjects except for good reason and with approval of parents and the school. Changes in class schedules for each succeeding term must be made near the end of the previous term. Changes will be made only when necessary and with recommendation of the guidance office, which is then given to the teacher. Seniors should be sure they are enrolling in subjects which complete their requirements necessary for graduation.

Exams and Proper Immunizations

Students enrolled in DuQuoin Unit 300 must have physical exams and proper immunizations by the *first day of school*. According to the statutes of the State of Illinois, immunizations and physical examinations as prescribed by the Department of Public Health shall be required of all pupils in the public, private and parochial elementary and secondary schools. Physical examinations must occur within one year prior to entrance into kindergarten or the first grade, and upon entrance into the sixth and ninth grades and, irrespective of grade, immediately prior to or upon entrance into any school if that pupil has not previously been examined in accordance with the Statutes. The guidelines will be adhered to in the administration of the State statutes.

1. Students enrolled in the District for all or part of the preceding school year shall have requirements completed by the first day of school or be excluded from school until such time as requirements are completed.
2. New students to the District who enroll at the beginning of the school year will have forty-five (45) days to complete requirements.

3. New students to the District who enroll after the beginning of the school year will have forty-five (45) days from the date of enrollment to complete requirements. Pupils objecting to physical examinations or immunizations on religious grounds shall not be required to submit themselves there to if they present to the District Superintendent a statement of such objection signed by the parent or guardian.

School districts do not have a choice. They must exclude all students who do not have physical exam forms on file or have not had all the required immunizations. Any student in Du Quoin Unit 300 who does not fulfill the above requirements will be sent home on the first day of the new school year.

Tuition

Students living outside the high school district are required to pay a tuition fee each year. This may be paid all at once, per semester, or per month until the total is paid, but it must be paid in advance. The amount is determined by the Illinois Office of Education on the basis of per-capita costs.

Attendance and Absences

Parents/guardians **must** call the high school office if their child/ward is going to be absent from school. Parents/guardians must notify the school office no later than **9:00 a.m.** on the day of their child's absence. *If a student leaves school during the school day, the student must have a parent call-in, a doctor's appointment slip, or a note from a parent/guardian to excuse them from school.* Students who have been absent should report to Mr. Gossett prior to 7:55 a.m. to check to see if their absence has been excused. Students must have a phone call or a note from their parents on file no later than 24 hours after the student returns to school to excuse an absence. If a phone call or note has not been received within the 24 hour time frame, the absence will be unexcused. Absence notes should include name of student, day(s) of absence and specific reason for absence.

There are three (3) types of absences:

1. Excused - illness, doctor or dentist appointments, death in

family, college days (2; seniors only), job interviews, court appearances, emergencies. Students with excused absences are allowed to make-up any schoolwork that is missed. Students who are absent and miss school work, have ***one day per day absence*** to make up their work. ***A doctor's excuse will be required after 6 absences in a quarter.***

2. Unexcused - "skipping" a class or classes, not signing out, no parent excuse, leaving grounds without permission, oversleeping, and others to be dealt with on an individual basis. Unexcused absences will result in a grade of zero being given for the class(es) missed. Disciplinary credit points will be assigned. (See Truancy pg. 28)
3. Trips with parents are permitted up to five (5) school days when **prior notification is given** and student gets work from teachers before leaving. All work is due when the student returns for their first day back to school. If prior notification is not given, absences will be considered unexcused and zeros will be recorded for all work.
 - When a student is late for class 10 minutes or more, they will be considered absent.

STUDENTS MUST BE IN ATTENDANCE AT LEAST FIVE (5) OF SEVEN (7) CLASSES IN ORDER TO ATTEND OR PARTICIPATE IN A SCHOOL ACTIVITY ON THAT DAY. STUDENTS IN THE CO-OP PROGRAM MUST DO THE SAME IN ORDER TO WORK ON THAT DAY. STUDENTS WILL BE ASSIGNED ISS IF THEY ATTEND.

EXCEPTIONS TO THIS POLICY SHALL BE AT THE DISCRETION OF THE PRINCIPAL OR HIS/HER DESIGNEE.

Tardies are not considered in calculating perfect attendance (i.e., graduation, attendance on permanent record).

When the student has accumulated 5 & 10 absences during a term and/or semester, excused or unexcused, a letter from the Assistant Principal will be mailed to the parents. Additional contact will be made when the

situation warrants.

In accordance with IL. School Codes:105 ILCS 5/26-8et seq.

730 ILCS 5/5-8-3

730 ILCS 5/5-9-1

Any person who has custody or control of a child subject to the compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and/or a fine up to \$1500.

Any person who willfully induces or attempts any child to be absent from school or who knowingly employs or harbors any child who is unlawfully absent from school for three consecutive school days, if convicted, is guilty of a Class C misdemeanor. Any person who prevents or interferes with a child's attendance at school by threat, menace or intimidation is guilty of a Class A misdemeanor. A class "A" misdemeanor is punishable by imprisonment for a term up to a year and a fine not to exceed \$2500.

A letter of notification regarding the student's truancy will be sent to the following agencies:

Perry County State's Attorney's Office

Jackson - Perry Regional Office of Education

District #300 Superintendent

District #300 Board of Education

Perry County Sheriff's Department

DuQuoin Police Department

Sign-Out Sheet

The purpose of the sign-out sheet is to legitimize a student leaving the school grounds. Students who wish to sign-out must adhere to the following procedures:

1. Students must have a note from the parent/guardian.
2. Students must have a doctor/dentist appointment card.
3. The school reserves the rights to verify the need to leave by calling home, the doctor/dentist office, or having a parent call in upon student arrival home.

The sign-out sheet is located inside the main office. Students not following proper procedure will be counted as unexcused, etc. If a

student does not return after lunch hour, it is necessary to phone in. A phone call will be accepted *by parent and/or guardian* in lieu of signing out after lunch. The student may not call in her or himself. The phone call must be received before 1:15 p.m. on the day of the absence.

Not Signing Out

1st time - One (1) Lunch Detention

2nd time - One (1) In-School Suspension

3rd time - Three (3) In-School Suspensions and loss of privileges

Tardiness

Tardiness shall be defined as the student not being in their seat at the time of the sounding of the tone. The consequences for tardiness to class (per period) will be as follows:

UE Tardies & UE AB 3-8 (1st period): After School Detention

UE Tardies & UE AB 3-8 (6th period): Lunch Detention

UE Tardies 3-8 for periods 2-4 & 5,7: Lunch Detention

UE. Tardy 9+: In-School Suspension*

UE. Tardy & UEAB 9+ (1st, 6th period) In-School Suspension*

*Chronic tardiness may result in additional consequences or alternative disciplinary action.

Truancy

(Unexcused Absence)

The act of an unauthorized absence from classes for any period of time. All students must sign out in the office after permission has been granted to leave. Failure to comply with sign-out procedures will be considered truancy.

Consequences:

1. One class period, including leaving class without permission and not signing out:

*Scores of zero (0) assigned for class work and assignment of one (1) disciplinary credit

2. More than one class period including not signing out:

*Scores of zero (0) assigned for class work and assignment of three (3) disciplinary credits. Students

unexcused for more than one period of the day will not be eligible to participate in extracurricular activities for that day.

Severe Weather School Closing

In case of severe weather or possible school closing, it is suggested that students listen to the local radio and TV stations.

Senior College Days

If you are a senior and planning to take a college day, you should see the assistant principal to clear it. You will need to fill out a form from the main office. You are limited to two college days and must bring back verification from the college or university. College days do not count as an absence if proper procedure is followed.

What About Discipline?

The administration of DuQuoin High School expects students to behave and conduct themselves as mature young adults on all occasions. **This handbook is not a contract between the school and student.** It is designed to foster an educational environment conducive to learning. The administration of DuQuoin High School asks you to be *where you are supposed to be, when you are supposed to be there, and conduct yourselves accordingly.*

Insubordination to Teacher/Administration

The willful failure of not respond to or carry out a request made by school personnel.

1st offense – One (1) In-School Suspension

2nd offense – Three (3) In-School Suspensions

3rd offense - 1-3 days of Out-of-School Suspension and loss of privileges

Discipline Rules

In order to maintain a safe and clean school environment, one conducive to learning, it is necessary to have penalties applied to those who choose to disrupt the educational process.

If you are having difficulty adjusting to the rules or are experiencing

problems and are in need of help, please contact any member of the school staff. It is our responsibility to help you have a positive experience at school. **But, remember, you are responsible for your behavior.** Be responsible.

Any student in violation of the discipline code will accept the consequences in one of the following ways:

1. After-school Detention
2. Lunch Detention
3. In-School Suspension (ISS)
4. Out-of-School Suspension
5. Expulsion

Consequences will be assigned based on frequency and severity. If a student refuses to serve the consequence a more severe consequence will be assigned.

Students will be disciplined for misconduct, including gross disobedience and misconduct which may lead to suspension or expulsion of a student pursuant to the provisions of **10-22.6 of the Illinois School Code. Specifically, students may be disciplined for misconduct, which occurs on the way to and from school, at bus stops, lunch hour, at school sponsored activities, whether or not held on the grounds of the school district, while students are transported to and from school-sponsored activities or events. Students may also be disciplined for acts of misconduct, including gross disobedience or misconduct directed against school employees, board members, their families, or their property, because of their status as employees.**

Lunch Detention/ISS

Students will be placed under the supervision of the In-School Suspension monitor for the duration of their lunch period. There is no loss of credit; it simply points out to the student there is a need to improve behavior. Students serving a lunch detention are restricted to purchasing school lunch from the cafeteria or bringing a sack lunch. Students who refuse to serve the lunch detention will be considered insubordinate and will be assigned In-School Suspension (ISS) day(s) or

Out-of-School Suspension (OSS) day(s).

In-School Suspension (ISS)

Students may be removed from the regular school program for disciplinary reasons and placed in the **In-School Suspension room**. Students will be placed in ISS for a minimum of one school period and may extend up to ten (10) school days. Students are to bring all books and assignments. All classroom work completed during ISS will be counted with full credit. Upon arrival, students must immediately report to the ISS room. Students will remain in ISS room until dismissed by the monitor. Students who are uncooperative in ISS will be immediately suspended out of school. Students in ISS will not be allowed to attend extracurricular activities.

Rules for ISS:

1. Arrive at regular scheduled time.
2. The student is responsible for completing their assignments and a written assignment from administration.
3. No communication — verbal or nonverbal.
4. Remain seated.
5. Raise hand to ask for assistance.
6. No sleeping or resting.
7. Restroom breaks will be permitted.
8. Students are restricted to the purchase of a school lunch from the cafeteria or bringing a sack lunch.

Out-of School Suspension (OSS)

Out-of-school suspension will be used by the administration to separate a student from school for a period of time set at the discretion of the administration or per school policy. Students who are suspended are *not* permitted to be on the school grounds, use school transportation, or attend school sponsored activities. Assignments made during the suspension, but due after the suspension has expired, will be accepted. There will be no due date extensions. Upon re-admittance to school, suspended students will be referred to a guidance counselor.

Due Process — Suspensions

Students must be provided with the following due process in connection

with any In-School Suspension or Out-of-School Suspension:

1. Oral or written notice of the charges and evidence supporting the charges.
2. If the charges are denied, students must be given an opportunity to explain their version of the events to the suspending school official.
3. The suspension (except from riding a bus for safety reasons) may not exceed ten days.
4. To have their parents or guardian immediately receive a report of the suspension along with a statement of the reasons for it and a notice of right to review.
5. If a hearing is requested, the parents or guardian may appear and may discuss the suspension with the Board of Education or its hearing officer.
6. Any decision rendered must be based upon the evidence and with the respect to the suspension invoked, the student has a right to be informed of its beginning and ending dates

Expulsion

Expulsion is the removal of a student from school attendance for the remainder of the school year or a period of time as determined by the Board of Education. Students expelled are not permitted to be on school grounds, to use school transportation, or to attend school-sponsored activities. Students expelled from school are not permitted to make up work missed.

Due Process – Expulsion

A student must be provided with the following due process with respect to any expulsion from school:

1. The expulsion shall take place only after a student's parents or guardian have been requested to appear at a meeting of the school board or with a hearing officer appointed by it, to discuss the student's behavior. A student may be suspended from school pending this meeting but must be provided the due process required to support a suspension.
2. A notice of hearing must be sent to the parents or guardian by registered or certified mail stating the time, place, and purpose of the

hearing.

3. The Board of Education or its appointed hearing officer must provide a full statement of the reasons for the proposed expulsion and the hearing must provide notice of the date on which the proposed expulsion is to be effective.
4. The student is entitled to counsel at the student's expense.
5. Adequate time must be given to prepare a defense.
6. The student must be given an opportunity to call and examine witnesses, to cross-examine opposing witnesses, and to introduce evidence.
7. The decision to expel or not to expel must be made by the board of Education and must be based upon the evidence presented.

Discipline:

Behavior considered inappropriate for the classroom includes but is not inclusive to the following:

1. Use of profane language.
2. Failure to carry out requests of teachers.
3. Failure to bring necessary equipment to class.
4. Gross disobedience or insubordination.
5. General disruptive behavior.

Disciplinary Credits

Disciplinary credits will be assigned to students who receive lunch detention(s), In-School suspension(s), and Out-of-School suspension(s).

Disciplinary credits are point values assigned to each category of discipline. Point values are:

- 1 Lunch Detention = 1 point
- 1 After-School Detention = 1 point
- 1 In-School Suspension = 3 points
- 1 Out-of-School suspension = 5 points

Disciplinary credits will accumulate on a yearly basis. Accumulation of disciplinary credits in the following amounts will result in these consequences:

20 points = Denial of privileges for two weeks.

30 points = recommendation to the Board of Education for expulsion or for student to attend COPE Alternative School

After a student receives their first disciplinary credit points they may earn a reduction of total points for good behavior. Points will be taken off at a rate of one point per five consecutive school attendance days without disciplinary infraction. Students who do not have disciplinary credits on their record may not accumulate positive points.

Denial of Privileges

Students violating the disciplinary code will be denied the rights of attendance or participation at school activities. The length of the loss of privileges will depend on the circumstance. Privileges may include but are not limited to:

- * Athletic Activities Attendance
- * Class Trips
- * Assemblies
- * Sports Participation
- * School Dances
- * Parking at and Driving to School
- * Lunch Period Open Campus
- * Cell Phone Privileges

Classroom Discipline

Each individual teacher is responsible for the in-classroom behavior and will determine what constitutes improper behavior. **If a student demonstrates a continuous pattern of not complying with a teacher's classroom management plan, parent(s)/ guardian(s) will be contacted by the teacher and a conference will be arranged to discuss the student's behavior.** Any student removed from class is subject to the following action:

1. Mandatory Before or After School Time
2. Lunch Detention
3. In-School Suspension
4. Loss of Privileges

Excessive Disciplinary Infractions

Action taken for repeated violations of school discipline policies will be left to the discretion of administration. This may include ISS, OSS, and Loss of Privileges. Efforts will be made by administration to work with parents in disciplining their student prior to review by the Board of Education.

Last-Day Offenses

Students violating the discipline code on the last day(s) of school will serve the appropriate consequences (time) in school after the school year is over. Grades will not be issued until students have completed serving time.

Infractions and Consequences

Drugs, Alcohol, or related Paraphernalia or Facsimiles (Use or possession; any or all):

Student(s) will be:

- A.
 - 1. Suspended for a period of 3-10 days out-of-school
 - 2. Referred to COPE or other Alternative School.
 - 3. Referred to the Police
- B.
 - 1. Suspended for a period of 1-3 days out-of-school and 2 days in-school.
 - 2. Referred to the police.
 - 3. Referred to the student assistance program at DHS.
 - 4. Referred to an outside agency (e.g. Perry County Counseling) for a comprehensive evaluation to determine an appropriate intervention program for the student. All financial expenses incurred during any or all phases of these programs are the sole responsibility of the student, parent, or legal guardian.
 - 5. If the student fails to complete the program as recommended by the student assistance program and/or an outside agency, the student will go through the steps in section (A) of this policy.

C. Students or parents/guardians may make a one time report referral during their academic career at Du Quoin High School. This referral must be made outside of any current or ongoing investigation of a violation of this policy. Students who refer themselves or are referred by their parents/guardians under this clause shall be subject to parts 3, 4, and 5 or section **B** of this policy. Individuals who are part of any extracurricular program will be held to the standards of the Athletic/Extra-Curricular Controlled Substance, Steroid, and Alcohol Testing Policy Manual for Du Quoin High School.

- Each case will be considered on an individual basis and a determination of consequences will be made after all of the facts have been collected.
- Students will be subjected to Section (A) or Section (B) depending on the circumstances of the incident.
- If the student is a second time offender, they will automatically be subjected to section (A) of this policy.

Smoking or Tobacco Products, Paraphernalia or E-Cigarettes

(In act or possession)

1st offense - Three (3) In-School Suspensions

2nd offense – Five (5) In-School Suspensions and Referral to Police, loss of privileges.

Public Law 717 prohibits tobacco products on school property.

Destruction of Property, Vandalism/Theft, or in Possession of Stolen Property

- A. Replacement cost, assign In-School Suspension, and notify authorities.
- B. Replacement cost, 3-10-day Out-of-School suspension and and referral of student to COPE Alternative School

Disrespect

To insult, call derogatory names, question the authority of, dishonor, or in another manner abuse verbally, nonverbally, or in writing any member of the school staff during the school year on or at school-sponsored activities. Consequences:

- 1st offense - 1 In-School Suspension
- 2nd offense - 3 In-School Suspensions
- 3rd offense - 3 In-School Suspensions, Loss of Privileges

Extortion

The forcing of other students to give things of value or money, unless both parties enter into the agreement freely and without presence of either an implied or expressed threat. Punishment will be determined by administration.

Fighting

Due to the difficulty often involved in determining who started a fight, both parties may be considered equally guilty. If it can be determined one person caused the conflict, penalties will be adjusted.

Verbal arguments: One (1) In-School Suspension

Threatening harm to another party: Two (2) In-School Suspensions

Physical contact (pushing, shoving, etc.): Two (2) In-School Suspensions

Retaliation: Two (2) In-School Suspensions

Physical contact (hitting, slapping, kicking, etc.): Police will be called. Notify authorities and 1-3 days Out-of-School Suspension and 2 days In-School Suspension, loss of privileges.

Physical contact with employee: Notify authorities and 10-day suspension with recommendation to Board of Education for expulsion.

Provocation as well as past history may be considered if there have been previous incidents.

Encouraging or “Egging on” a fight or argument Consequences include but not restricted to the following:

1st offense - One (1) In-School Suspension

2nd offense - Two (2) In-School Suspensions

Student Use of Electronic Devices

The use of electronic devices and other technology is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to the

following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the permission of the building principal.

During instructional time electronic devices must be powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher, or school staff member; (b) use of the device is provided in a student's individualized education program; or (c) it is an emergency that threatens the safety students, staff or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before or after school, passing periods, and during the student's lunch period.

Electronic devices may never be used in any manner which disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and School district are not responsible for the loss, theft, or damage of any electronic device brought to school.

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

- 1st Offense: Device confiscated, student may retrieve device at the end of the day in the school office.
- 2nd Offense: Device confiscated. If possible, a parent will pick up the device. If not possible, the student may pick up the device but will be prohibited from bringing the device to school for the next 5 days.
- 3rd Offense: Device confiscated. Two (2) lunch detentions will be assigned. The parent will be required to pick up the phone in the office. Additionally, the

the student will be prohibited from bringing the device to school for the next five (5) days.

4th Offense: Device confiscated. One (1) In-School Suspension will be assigned. The parent will be required to pick up the device. Student will be prohibited from bringing the device to school for the next ten (10) days.

Any subsequent offense will result in the student being prohibited from bringing the device to school for the remainder of the year.

Insubordination consequences will be applied as will loss of privileges.

Camera Phones/Cameras

The use of camera phones and/or cameras to record videos or take pictures during the school day on school property is prohibited unless authorized and approved by the Administration or supervising faculty member.

Consequences include, but are not restricted to the following:

1st Offense: Lunch Detention

2nd Offense: 1 In-School Suspension day

3rd Offense: 3 In-School Suspension days and loss of Privileges.

Incidents which are determined by Administration to be more serious may be considered gross disobedience and/or misconduct.

Field Trips

Students represent DuQuoin High School and the community of DuQuoin when they are on activities sponsored by District #300. Therefore, students partaking in school sponsored field trips are accountable for their actions in regards to the policies set forth in this handbook. Students who have attained the set amount of disciplinary credits shall not partake in any field trips. Also, if a student has demonstrated a pattern of disruptive and non-compliant behaviors during the school day or outside the school day, the student may be denied the opportunity to attend field trips.

Fire Alarm/A.E.D. Machine

The fire alarm/A.E.D. Machine system is for emergency use only.

Unauthorized use of the fire alarm/A.E.D. Machine will result in disciplinary action.

Consequences include:

1. Suspension.
2. Loss of privileges.
2. Referred to the local authorities.

Fireworks

The possession and/or use of any exploding, noise, smoke, or stink device on school property is prohibited. Possession or use: Suspended up to 3-10 days, loss of privileges, possible referral to COPE Alternative School, possible referral to the Board of Education for Expulsion and referral to the authorities.

Food and Beverages

Students are not permitted to have food or beverages in the classroom, assemblies, or halls without special permission. Students released from class to come to the office, use the restroom, or visit another classroom must have a pass issued by a member of the faculty/staff or administration.

Forgery

To falsely write the name of another person on a school form or note or to falsify records, dates, addresses, etc. The severity of the offense will determine action taken.

Handbook

All students will have access to a handbook at the beginning of the school year free of charge online or may request a paper copy.

Forging a Pass

(teacher's or administrator's name, etc.)

- 1st time – One (1) In-School Suspension
- 2nd time – Three (3) In-School Suspensions, loss of privileges
- 3rd time – Five (5) In-School Suspensions, loss of privileges

Gang Activity

Students are prohibited from engaging in gang activity. A “gang” is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, or other things that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang.
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policy, (d) inciting other students to act with physical violence upon any other person.

Any infraction regarding DuQuoin High School’s Gang Activity Policy shall result in a minimum three (3) days of Out-of-School Suspension for a consequence. Consequences will increase for students who continue to violate DuQuoin High School’s Gang Activity Policy, leading to referral to the Board of Education for expulsion and referral to police.

Harassment

The act of provoking a student to the point of being emotionally upset or leading to a possible fight including making threats or intimidating other students. Authorities may be contacted.

1st offense - One (1) In-School Suspension

2nd offense - Three (3) In-School Suspensions, loss of privileges

3rd offense – 1-4 Out-of-School Suspensions and 2 In-School Suspensions, loss of privileges.

Hazing

The hazing of any student by any student, on or off school property is

prohibited, whether conducted by individuals or organizations. Any initiations which involve the slightest element of physical danger or poor taste are not permitted. Students involved in dangerous or unacceptable initiations will be dealt with on an individual basis and severity of consequences will be determined by the administration and/or authorities.

Du Quoin High School Bullying Prevention Program

Du Quoin CUSD 300 is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation and bullying. Bullying and harassment negatively affect the academic performance of students, teacher morale and the success of the school to achieve its full potential. Every student has the right to spend the day free from bullying and intimidation. The goal of the Bullying Prevention Program at Du Quoin High School is to address all reported situations, reduce the amount of occurrences and prevent new situations of bullying from occurring. This will be done by the following means:

- School-wide through classroom lessons
- Anonymous reporting through the school website
- Staff, student and parent awareness information
- Individual counseling
- Meeting with involved parties
- Parent/guardian contact
- Interventions, which may include disciplinary consequences from the school and referral to law enforcement

Bullying, as defined in the Illinois School Code, is: “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.”

Acts of bullying, which include cyberbullying, are prohibited:

- (i) on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- (ii) at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

Reporting bullying or retaliation. Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. Reports may be made by filling out a Bullying Incident Reporting Form (available in the front office or guidance office), reporting directly to faculty or an administrator, through e-mail or letter, or by using the “Bullying Incident Reporting” link on the school website.

Reporting by Staff

A staff member will report immediately to the principal or designee

when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

Reporting by Students, Parents or Guardians, and Others

The district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report.

Responding to a report of bullying or retaliation.

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Obligations to Notify Others

- a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation.
- b. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations.
- c. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.
In making this determination, the principal will be consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

Investigation. The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all

available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

If necessary, the principal or designee will consult with legal counsel about the investigation.

Determinations. The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and,

if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

Responses to Bullying

1. Teaching Appropriate Behavior Through Skills-building

Upon the principal or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Skill-building approaches that the principal or designee may consider include:

- offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

2. Taking Disciplinary Action

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's

code of conduct.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

2. Promoting Safety for the Target and Others

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

Littering

Littering on school property including school buses will not be permitted. Students will be assigned appropriate cleaning duties by administration.

Other Disciplinary Infractions

Discipline for any student actions which jeopardize the safety of other students, school property, or school personnel, *or disrupt and/or interfere with the environment conducive to education (not otherwise enumerated in this policy) will be left to the discretion of administration.* Authorities may be contacted.

Out-of-Class Policy

Students will be permitted to participate in out-of-class extra-curricular

activities upon approval of the administration and in accordance with DHS academic/discipline standards. *A complete list of students attending said function along with the dates and periods to be missed, should be submitted at least one week in advance.* Student with two (2) or more failures will not be allowed to participate. If there is a concern with a student, it is the classroom teacher's responsibility to notify the student's advisor/coach.

Posters

All posters or announcements to be displayed anywhere in the building must be approved by administration. Attach materials only to surfaces which will not be marred by adhesive material.

Profanity

- 1st offense - One (1) Lunch Detention
- 2nd offense - One (1) In-School Suspension
- 3rd offense - Three (3) In School Suspensions

Prohibited Articles

Articles brought to school which are hazardous to the health, safety, and welfare of the student and interfere with normal school routine will not be permitted at school. Items such as toy guns, water pistols, bean shooters, sling shots, hard balls, firecrackers, toys, etc., if brought to school will be confiscated and returned at the end of the year. Violations of this rule may result in suspension/or expulsion and possible referral to police

Public Display of Affection

(other than hand-holding)

- 1st offense - One (1) Lunch Detention
- 2nd offense - One (1) In-School Suspension
- 3rd offense - Three (3) In-School Suspensions

Response to Intervention Time (ELT)

A 20 minute period at the end of seventh hour, at which time students will be assigned to a specific placement. Students will receive

interventions based upon academic needs and performance.

Refusal to Participate in Response to Intervention Time(ELT)

Students are not allowed to leave campus during Response to Intervention Time. Consequences for not participating as assigned the following consequences will be applied as determined by the administration: Lunch Detention or ISS and loss of privileges.

Safe School Zones

Safe school zone laws increase, and in some cases, double the penalties for drug offenses committed on or within 1000 feet (roughly two blocks) of school property, as well as on school buses. In addition, penalties have been increased for weapons violations on school property. DuQuoin High School adheres to the safe school zone statutes and will report all violations of applicable safe school zone statutes to the police and cooperate in the prosecution of persons arrested.

Serious Habitual Offender Comprehensive Action Program

SHOCAP is established and maintained pursuant to the authority of section 1-8.2 of the Illinois Juvenile Court Act. The Agreement is entered into and maintained in order to foster cooperation and improve the flow of information between educators and law enforcement. That cooperation and flow of information is essential in providing a safe, healthy and violence-free environment to which all children are entitled, and which all children need to thrive. Du Quoin High School will act cooperatively in assisting law enforcement authorities in the identification of serious juvenile offenders and to further apprehend, prosecute, incarcerate, and interdict the habitual offender's cycle.

Sportsmanship

Students at DHS will be expected to back their team with true school spirit and show respect for their school's reputation. DHS students will strive to maintain favorable relations with opposing teams and schools. Students will cooperate with the cheerleaders in pep sessions and at games. Consequences students shall receive for violating DuQuoin High School's Sportsmanship policy will be left to the discretion of administration.

Student Protest

Students with a concern about the educational process at school should contact the appropriate administrator. If student(s) protest any aspect of the educational process in any manner, they will be subject to the following:

1. Subject to suspension.
2. Sent home immediately to clear the area.
3. Referred to the local authorities.

Theft

Theft is the act of taking or acquiring property of others without consent. Accepting stolen property (possession) will also be considered as theft. The extent of the crime will determine the degree of punishment. **Theft of school property will result in a four (4) day Out-of-School Suspension, loss of privileges, and authorities will be notified.**

Threats and Harassment Toward School Personnel

The act of making verbal, nonverbal, or written threats toward school personnel, board members, their families, or property. Such actions may lead to referral to police

1st offense - (10) day Out-of-School Suspension and referred to Board of Education for expulsion. Authorities will be contacted.

Unauthorized Areas

When a student is found to be in an area of the school they are not supposed to be in, the following consequences will be applied:

1 st Offense:	1LD
2 nd Offense:	1 ISS
Subsequent Offenses:	3 ISS

Vandalism

Vandalism is the willful destruction of property belonging to others, including but not limited to, tampering with fire safety equipment, defacing school or personal property, or tearing up seats. Students will be charged for damages. Vandalism may result in suspension, loss of

privileges, and/or referral to police. Severity of the incident will determine punishment.

Weapons

The term “weapon” or facsimile shall include all objects which, by inherent characteristics or manner of use, are designed to inflict or have the potential of inflicting bodily injury or intimidating another person, or which do, in fact, inflict bodily injury or intimidate another person. The term “weapon” shall include, but not be limited to such articles as: firearms (whether loaded or unloaded), knives, knuckles, razors, chains, or any other object which may be used in such a way as to threaten, to inflict harm, or to protect oneself.

The student(s) will be:

1. Suspended for a period of 10 days.
2. Referred to the Board of Education for expulsion.
3. Referred to the police.

Automobile Regulations for DHS Students

Students will need to purchase and place a parking sticker on their vehicle (additional parking stickers may be purchased if more than one vehicle will be utilized by students) in order to park in the student parking lot. Students will register vehicles with the assistant principal. The student parking lot may be gated and locked during regular school hours. If at anytime during the school year a student changes vehicles, or begins to drive to school, they must first contact the assistant principal and follow protocol. The following requirements must be adhered to by each student driver:

1. Parking at school is a privilege at D.H.S.
2. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.
3. Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware

that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

2. All automobiles driven to school by students are to be parked on the **student parking lot** during school hours 7:00 a.m. to 4:30 p.m.
3. Cars are to be parked and quickly vacated upon arrival on the lot.
4. No loitering in the parking lot.
5. No careless, reckless or hazardous driving in the school grounds area or to and from school activities.
6. No student is to go on the parking lot during the school day, except during lunch hours, if the student is allowed to leave for lunch.
7. Non-students are not to go to, or be on the school parking lot during regular school hours. Violators will be considered as trespassers and subject to police action.
8. Students who violate driving and/or parking regulations may have driving privileges suspended and may also face arrest.

Parking & Driving Violations

Student parking lot is for student use. Students are required to park in the student parking from 7:00 a.m. until 4:30 p.m. on school attendance days.

- A. Not parking in student parking lot as required above will result in:
 - 1st offense - 1 Lunch Detention
 - 2nd offense- 1 In-School Suspension
 - 3rd offense- 3 In School Suspensions and (car towed) and loss of driving privileges
- B. Driving Carelessly (on or around school property - may be ticketed by police)
 - 1st offense - Loss of Driving Privileges
- C. Parking incorrectly in lot
 - 1st offense - 1 Lunch Detention
 - 2nd offense - 1 In-School Suspension, contact police (towed at owners expense), and loss of driving privileges

Students must recognize that parking at school is a privilege. Good drivers are responsible drivers. If students choose to break any of the

rules governing driving/parking privileges, those students will accept the consequences.

School Handbook Committee

On February 17 and March 8, 2016 a School Handbook Committee meeting was held regarding DuQuoin High School.

The participants were:

Student Council Members - Carlie Daffron, Maci Collins, Cameron Johnson, Savannah Tweedy, and Sadi Walters; DHS faculty members – Mrs. Rebecca McCrary and Mr. Ryan Summers; building administrators – Mr. Jeff Gossett and Mr. Matt Hickam

Improper Dress

Du Quoin High School demands a standard of dress, grooming, and appearance which project a positive image of the student and the school. Apparel and grooming detrimental to health and safety, obscene, or which creates a classroom/school disorder are unacceptable at DuQuoin High School and are not to be worn to school, or extracurricular activity. Examples of apparel not permitted include but not limited to:

- Patches, pictures, inscriptions on wearing apparel and tattoos on the skin will not be permitted if they express or reflect vulgarity or obscenity; this also holds true for the location of the patch. All items with the marijuana symbol or image will be confiscated.
- Caps, hats, backpacks, parkas, topcoats, will not be worn in school unless part of an official school uniform, or during special activities.
- Pants, shorts, etc. will be worn around the natural waist.
- Handkerchiefs will be securely positioned inside the pocket of trousers or slacks, not on wrists, neck, head, or dangling from pocket. Bandanas will not be allowed on school property or at school-related activities at home or away.
- Students will not be allowed to wear coats or hooded apparel with the hoods upon the head in the school building. Exception will be winter weather when the school climate warrants wearing a coat.

- Midriffs and undergarments shall not be visible.
- Wallet chains or chains of any type are not permitted.
- Shorts, skirts, dresses, etc. shall be no shorter than 4 inches above the top of the knee.
- Spandex or leggings may be worn with skirt/dress/shirt which covers rear.
- No deep v-neck or plunging neck line shirts or tops; no tank tops, spaghetti straps or off the shoulder tops (shirts and tops must have sleeves).
- Students will not be allowed to carry a book bag or carrying device during school hours. Such items must remain in their lockers. Athletic bags must be placed in the athletic lockers before the start of the school day. All carrying devices are subject to search for safety and security reasons.
- Patches on the skin shall be covered by clothing at all times.
- The administration may rule an article of clothing as unacceptable at any time.

This section was developed to secure the safety of our students and faculty. This section is not inclusive of all situations which may arise; therefore, new situations will be addressed as they become noticeable or are reported. Noncompliance of the rules will result in:

- 1st offense - Replace the article of clothing immediately, one (1) Lunch Detention.
- 2nd offense - Replace article immediately and assigned One (1) In-School Suspension
- 3rd offense - Replace article immediately and assigned Three (3) In-School Suspensions.
- 4th offense - Out-of-School Suspension.

Student/Community Internet/Network Safety Policy For Du Quoin Community Unit School District #300

Introduction

It is the policy of Du Quoin Community Unit School District #300 to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and

other unlawful online activities; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification of minors; (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Use of the Du Quoin Community Unit School District #300 Internet and computer access is a privilege, not a right. The school district reserves the right to remove access from individual users if there is abuse (see inappropriate network usage section for rules).

Definitions

Key terms are as defined in the Children’s Internet Protection Act. *

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Du Quoin Community Unit School District online computer network when using either the Districts’ networks or the Internet. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes the uses of any of the District computer networks listed below. These inappropriate uses are prohibited and may result in discipline or other consequences in accordance with the school/student/faculty handbook, board policy, or other administrative guidelines. Not following this policy may result in the loss of computer and Internet usage. Anyone vandalizing District property will be responsible for the cost of replacement. The network and its systems shall not be used to:

- Engage in activities which are not related to District educational purposes or which are contrary to the instructions from

supervising District employees as to the network's use. Internet may only be used for school-related activities. Students and community members may not use Internet unless supervised by District personnel.

- Access, retrieve, or view obscene, profane or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
- Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, District employee, or System user.
- Check students' personal email accounts using school computers.
- Enter into chat rooms or access personal web pages or blogs (i.e. facebook, twitter or similar websites).
- Use or install any instant messaging software on the school computers.
- Transfer any software to or from the network without authorization from the Network Administrators.
- Engage in for-profit or non-school sponsored commercial activities, including advertising or sales, or purchase of goods or services online.
- Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation. Never use the Internet to harm people in any way.
- Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of

others at any time, either during school days or after school hours.

- Disrupt or interfere with the network.
- Gain unauthorized access to or vandalize the data or files of another user, or bypass any security measures installed on computers or the network.
- Gain unauthorized access to or vandalize the network or the computer network of any other individual or organization.
- Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
- Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student/employee records. Do not give out unauthorized personal information over the internet.
- Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these guidelines.
- Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
- Conceal or misrepresent the user's identity while using the system.
- Post material on the District's web site without the authorization of the appropriate District administrator.
- Promoting, supporting or celebrating religion or religious institutions.
- Deploying student pictures with name tags on district and or school web sites.
- Install or remove any software or hardware.
- Copy, distribute, or alter in any way software installed on District computers.
- Copy or use in any way someone else's work. Do not read, copy, delete, or change files that do not belong to you.
- Share or use someone else's password to log into or "hack" into school computers or networks.
- Use a machine designated only for teacher use for student use.

In addition to these rules above, there will be no installing equipment to our network without approval of the technology support person in each building. This includes but is not limited to: personal computers, wireless access points, hand held personal data organizers, and cell phones.

E-Mail Archiving and Storage Policy

I. COVERAGE

This Policy Guidance is intended to cover all duquoinschools.org email account holders including board members, employees and students. This guidance is issued as a “notice” to all duquoinschools.org email account users in regards to archiving of email.

II. BACKGROUND

In order to better manage the messaging system’s large volume of email messages, tasks, and events; reduce the amount of required server storage space, as well as school and office workstation storage space used by email; reduce maintenance and installation times of school and office workstations, and enhance each school administrator’s email search and recovery capabilities of their school's official email communications, Du Quoin School District #300 has implemented an automated email archiving plan.

This email archiving system reduces storage space and costs, while simplifying school administration and maintenance of the schools' messaging systems. Archiving tasks are now managed automatically and allow for seamless storage and retrieval of official archived information.

III. POLICY

The following policy applies to the District Mail Delivery System:

- a.) This policy authorizes the implementation of an automated email archiving system, which automatically archives email events older than 30 days, and automatically purges all email older than 30 days from the district’s mail server(s).

- b.) Archived email will be maintained, off server, in a legally compliant, unalterable format, for a period of fifteen years, after which time it will be permanently destroyed.
- c.) A mail administrator will conduct random monthly recovery tests of the email archiving system, to ensure that email is recoverable in the event of an official e-discovery request.
- d.) In the event of a legal e-discovery request, or in the event that a school district can reasonably anticipate that a legal dispute may arise, all email communication relevant to the request or event will be retained until said request has been satisfied to parties involved.
- e.) The district will assist email users in providing training to school personnel in methods and activities to ensure compliance with school district archival policies.

The following guidance applies to official office and school email usage and related policies:

In addition to the previously listed policy, the district would also like to remind users that they should follow the district's Inappropriate Network Usage Policy, Student Email Use Policy and Acceptable Use Policy (AUP) including the following guidelines:

- a.) All school and office employees will be reminded that any email communication involving official school business should be conducted through the school's email system, and further, that the school's email system is for official school business usage only.
- b.) All Du Quoin school email users are reminded that any reasonable expectation of privacy or confidentiality **MUST** include an understanding of the requirement to be compliant with all state and federal laws, as well as any relevant individual school district policies.

- c.) Email messages are to be purged from workstations on a monthly basis. (This can be conducted through an automated policy on the school's network, or through individualized training of staff/faculty.)
- d.) Any email messages that might be considered relevant to a student's permanent record, school purchasing matters, or school personnel matters, should be printed, and a copy kept on file at the school.
- e.) In the event of a legal e-discovery request, or in the event that a school district can reasonably anticipate that a legal dispute may arise, all email communication relevant to the request or event will be retained until said request has been satisfied to parties involved.

This notice should also serve as a reminder to all email users and school personnel that Du Quoin School District #300 will comply with all applicable laws including the Illinois the State Records Act (5 ILCS 160/1 et seq.), the Illinois Local Records Act (50 ILCS 205/1 et seq.), the Illinois School Student Records Act (105 ILCS 10/1 et seq.), and the Illinois Freedom of Information Act ((5 ILCS 140/1 et. seq.), and any other applicable laws, regulations or rules.

References:

Illinois State Records Act (5 ILCS 160/1 et seq.)

Illinois Local Records Act (50 ILCS 205/1 et seq.)

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=699&ChapAct=50%26nbsp%3BIL>

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ChapterID=11&ChapterName=LOCAL+GOVERNMENT&>

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActName=Local+Records+Act%2E>

<http://www.ilga.gov/commission/jcar/admincode/044/04404000sections.html>.

<http://www.iasb.com/pdf/nb0207.pdf>

“Developments in School Law”

<http://www.eschoolnews.com/news/top-news/index.cfm?i=42051>

eSchool News Online – “Ruling: Schools Must Archive eMail”

December 8, 2006

http://www.iasb.com/journal/j111208_05.cfm

Federal Rules of Civil Procedure (F.R.C.P.)

Amendments enacted December, 2006 (Rule 26, Rule 34)

Student Email Use Policy

- All student Electronic Mail (email) accounts are property of the Du Quoin Community Unit School District #300. Email activities must comply with the district’s Student Email Use Policy, Inappropriate Network Usage Policy, Email Archiving and Storage Policy and all other applicable district, board, state and federal policies. The user accepts all responsibility to understand the policy.
- The student will be removed from the system after graduation, leaving the school district, or infractions outlined below.
- The primary purpose of the student electronic mail system is for students to communicate with school staff, approved outside resources related school assignments, and fellow students to collaborate on school activities. Account user names and passwords will be provided to appropriate district staff so they can monitor the account. Use of the district's email system is a privilege.
- Use of the email system will align with the school's code of conduct and the code will be used for discipline purposes. Communication through the district's email system will exhibit common sense and civility. It will abide by the community's mode of acceptable behavior. Students are responsible for messages sent from their accounts. Students should not share their passwords.
- Messages posted on the district's email system cannot cause disruption to the school environment or normal and acceptable school operations. Only preapproved, occasional and reasonable personal use of the district's email is permitted, providing that this does not interfere with the performance of the electronic mail system or disrupt the operation of the schools. Electronic mail from the system can be

checked from home or from school computers, as long as it does not disrupt the operation of the classroom or school.

- The email system cannot be used to operate a personal business. The account may not be sold or otherwise reassigned. The account may be revoked if used inappropriately.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.
- Students will not identify their home telephone numbers, or home addresses in any email correspondence.
- Electronic mail sent or received by the system is not confidential. Although the district does not make a practice of monitoring electronic mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.
- System administrators may create filters to scan for and eliminate viruses and large graphic files that are unrelated to the school district's operation.
- When issues arise, the district will deal directly with the student, school administration and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.
- As it deems necessary, the district may contract with outside agencies to operate the student electronic mail system. If this arrangement is made, all parts of this statement remain in force.
- The district is responsible to ensure the efficient use of the electronic mail system. The interpretation of appropriate use and future revisions of this guideline are the responsibility of the district.
- If necessary, the district, at its discretion, may close the accounts at any time. Any updates or changes to this electronic mail agreement by the Board of Education or administration will be in effect.

Supervision and Monitoring

It shall be the responsibility of all members of the Du Quoin Community

Unit School District #300 staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Support Staff and the District Administration. Students and community members may not use the Internet unless supervised by District personnel.

CIPA definition of terms:

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors

HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

*** There will be a sign-off sheet handed out separately for this policy.**

Media Center Guidelines

- A. Library use is a privilege. At all times an atmosphere conducive to study and research must be maintained. Any student who does not conduct himself/herself properly in the Media Center will be sent back to class.
- B. Teachers must accompany their classes to the media and assist them so more than one class may use the Media Center at a time space permitting.
- C. Usage should be scheduled as far ahead of time as is practical in order for teachers and their classes not to be disappointed or inconvenienced.
- D. Individuals and small groups may come to the Center with completed permission slip to the person in charge.
- E. Upon entering the Media Center, the student will present his/her permission slip to the person in charge. He/she is to go about the stated purpose of his/her business. Failure to do so will result in students being sent back to class.
- F. Students will sign into and out of the Media Center. If using a computer, students must sign the Computer Log-in Sheet as well. Failure to do so will result in suspension of their independent use of the Center.
- G. Other Information:
 - 1. All students and teachers are encouraged to use the Media Center at every opportunity and to check out materials. Materials are not to be removed from the Center without being checked out. The materials to be borrowed must be taken to the person at the circulation desk, the card signed by the borrower, and both the card and book stamped with the date due.
 - (a) Books, magazine, and vertical file materials may be kept for two weeks and renewed for the same length of time.
 - (b) Reference or reserved books may be kept only overnight or for a class period. These books can be taken after school and returned the following morning by 9:00 a.m. On Friday or the day before a holiday, these books are due back by 9:00 a.m. the day school resumes.
 - (c) A fine of two cents per school day will be charged for each day material is kept beyond the due date. Fines for overnight books are ten cents per day.

- (d) Do not cut articles or order forms from books or magazines. All damages or losses to materials must be paid. The fee will be the cost of replacement of the damaged or lost materials as determined by the Media Center supervisor.
- (e) Return all materials promptly. Overdue notices are a courtesy on the part of the Media Center. It is the student's responsibility to see that Media Center materials are returned on time.

Sexual Harassment Policy

Sexual harassment occurs when something is said or done to another because of that person's sex. It is unwelcome, unwanted, and illegal. It may be verbal, nonverbal, physical, or interpreted as sexual in nature and is unwanted by the victim. The extent of the act shall determine the action taken by administration with possible referral to authorities.

Searches of Students

Searches of student's personal possessions or locker shall be conducted by administration for the welfare and safety of students if administration has a reasonable basis for believing a student is concealing material prohibited by federal, state, or local law or provisions of the Illinois School Code. A student's locker is property of the school. Lockers may be searched by administration at any time, with or without the student's knowledge or consent.

Du Quoin High School reserves the right to conduct K-9 (canine) searches at anytime in order to maintain a safe and drug free environment. Students may be searched with hand-held metal detectors (wands) by administration in order to maintain a safe school environment.

Lockers

Lockers are provided for students. Checks may be made periodically to make sure lockers are clean and neat. Do not leave money, selling projects, candy, or other valuables in lockers. The office will **NOT BE RESPONSIBLE** for lost or stolen items. Your locker should be locked at all times. You are not allowed to share or change lockers without authorization. Lockers found to be cluttered, unlocked, jammed, or

shared will result in privileges being denied or consequences applied at the discretion of the administration. Students *will not* be allowed to hang any materials *on or in* lockers at any time. ***TAPE OF ANY TYPE WILL NOT BE TOLERATED.*** Materials may not be placed on doors unless special permission is granted through the office to do so.

Personal Property

Radios, tape recorders, cameras, expensive watches, jewelry and large sums of money (or any item worth a substantial amount of money not otherwise enumerated in this policy) should not be brought to school. Du Quoin Community Unit School District #300 is *not* responsible for lost, stolen, or damaged items. Items which must be brought to school should be labeled with the owner's name and have some identifying mark.

Open Campus Policy

Open campus will be granted to students sophomores through senior who meet the following criteria:

- A. No current grade of "F" in more than two classes. If a student is on the failure list for more than two classes, that student loses open campus privileges for a minimum of one (1) week or until the student meets this requirement. .
- B. A student who serves an ISS or OSS will have closed campus a minimum of 5 days.
- C. Students will lose open campus privilege for the quarter if they receive an unexcused absence.
- D. Students must have on file a Parental Consent Form and Waiver signed by their parent/guardian.
- E. Students who have become ineligible for open-campus privilege may not for any reason leave campus. This includes parent/guardian sign-out.

*If students are freshmen or do not qualify for open campus, they are restricted to closed campus. All other areas of the school will be considered unauthorized areas such as but not limited to hallways, locker rooms, classrooms, and behind the school, sidewalks, and parking lot. Consequences are listed under unauthorized areas.

In order to allow parents or guardians the time to spend with their child during lunch, the following procedure will be used:

1. Only the parent or guardian will have permission to take their child off campus for lunch.
2. The parent or guardian will need to sign their child out at the main office at the beginning of the off campus visit. **No permanent notes will be accepted.**
3. Parents/guardians must sign their child back in to school at the front desk when they return from lunch.
4. Family situations may necessitate a variance with this policy. Each case will be evaluated on an individual basis. Please contact the assistant principal or the principal for assistance.

Health and Safety

Security Cameras

Security cameras have been installed inside the school building in the hallways, cafeteria, and gym area. They have also been installed in various positions outside the school building. The video shall only be viewed by DHS administration, Dist. #300 Superintendent, the local authorities (city, county, and state), the school board, and any individual directed by DHS administration.

Fire Exit Drill

In the interest of safety, fire exit drills are held at frequent intervals, especially at the beginning of the school year. The signal for the fire drill is the continuous sounding of the fire tone. As soon as the signal sounds, students should line up at the door of the classroom. Each teacher is acquainted with fire drill procedure governing students in the classroom. Directions will be given to students early in the school year, students are expected to understand directions and follow them explicitly.

Du Quoin Community Unit School District #300 – Board Policy for Administering Medications to Students:

District #300 discourages administration of medication at school or during school-related activities. This policy covers administration of all medication, prescription and non-prescription, including over-the-counter medication such as pain relievers, antacids, cough drops, etc. No

student shall possess or consume any prescription or non-prescription medication on school grounds or at school related functions other than as provided for in this policy and its implementing procedures.

When a student's licensed health care provider and parent(s)/guardian(s) believe it is necessary for the student to take medication during school hours, they must request the school dispense medication to their child/ward under the guidelines of the policy and procedures set forth below.

School Medication Authorization Form

No school district employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form "Medications dispensed by the school" is submitted by the student's parent(s)/guardian(s). The School Medication Authorization Form "Medications dispensed by the school" should be submitted to and reviewed by the school nurse. The School Medication Authorization Form "Medications dispensed by the school" is valid for the school year in which it is submitted.

Possession and Self-Administration of Life Saving Medication

Provided the student's parent(s)/guardian(s) have completed the School Medication Authorization Form "Medications dispensed by the school", a student may possess life-saving medications (inhalers) for immediate use at the student's discretion. Students may possess and self-administer these life-saving medications (1) while in school, (2) while at school-sponsored activities, (3) while under the supervision of school personnel, or (4) before or after normal school activities. District #300 strongly recommends that parent(s)/ guardian(s) provide an additional dose(s) of life-saving medications to be kept in the nurse's office in the event that the student forgets or loses his/her medication. In the event a student misuses their medication, the student will be re-educated on the use of medication and appropriate disciplinary actions taken as deemed necessary.

**The school district shall incur no liability, except for willful and

wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except to a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

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

Head Lice Protocol

The school nurse will screen children by classroom or individually as indicated by head lice prevalence. When a child is identified as having signs of head lice, these precautions will be taken.

- 1) Children will not be allowed to attend school if they have lice or nits. If the child is found to have signs of head lice, the parent or a responsible adult will be notified to pick up the child from school. Children will wait in the school office for their parent to pick them up. Information will be provided in written form to aid the parent in treatment of head lice.
- 2) Siblings of students found to have head lice will be screened immediately. If found to have signs of head lice, these listed rules will apply.
- 3) The parent or other responsible adult will bring the child/children to the K-8 nursing office before school begins the next day for a head lice screening. Nursing office staff is available at 7:30 a.m. The parent or other responsible adult will accompany the child/children into the nursing office for this follow-up.
- 4) If the child is found to be free of all signs of head lice at this initial re-screening, he or she may return to class. **No other before school screenings will be required.** If, however, signs of head lice remain, the child must be taken home to be treated again.
- 5) If signs of head lice are found at the initial re-screening, the child will return the next day (with parent or responsible adult) to be screened before school at the K-8 nursing office. If signs of head

lice continue, the child will continue to be sent home each day until no signs of head lice remain. Once the child is free of signs of head lice, he or she is able to return to class. However, for 5 consecutive days, the child must be brought in to the K-8 nursing office before school for a head lice screening. After 5 consecutive days free of signs of head lice, the child/children may cease coming to the K-8 office for head lice screenings.

- 6) If a child continues to have signs of head lice for five days and cannot attend school, the school nurse will contact the home-school coordinator to investigate the situation. A truancy report may be initiated after ten lost school days.
- 7) If you have any questions or concerns, please call the K-8 nursing office at 542-2646 (Ext. 1060).

Random Drug Testing

For students involved in athletics, school sponsored extra-curricular activities, including school dances, and as a condition precedent to the privilege of parking at school are subject to the conditions of the Random Drug Testing Policy.

Insurance Program

Accident insurance is available to all high school students. Insurances are supplemental and limited policies with definite indemnities set for each type of injury. One type of insurance, free to all students, covers the student coming to school (1 hour prior to the school day), attending school, and going home from school (1 hour after the school day ends). The second type covers the student 24 hours a day, at school and at home, from the time the Illinois School District Agency receives payment and confirmation of payment is received by the school district from the I.S.D.A. This policy terminates after the last day of academic classes. The cost of the coverage is \$60 for the school year. Those participating in tackle football have the option of purchasing coverage from the I.S.D.A. for the football season. Cost is \$110 and coverage begins when the I.S.D.A. receives payment and notifies the school district payment has been received. *Students are not permitted to participate in any athletic activity until proof of insurance has been provided to the school district.*

Students must report accidents to the supervising teacher who will file an accident report with the school nurse, who in turn will file it with the doctor and insurance company.

Students and parents should make a special effort to read the coverage offered on the application blank, especially the section on “Items Not Covered.” The school does not in any way profit from the insurance. The policy is offered through the school as a service to our students and parents.

Grades

Report Cards

Each nine weeks (terms) students receive a report card with a grade for each subject they are taking. A subject is considered “passed” if the grade is “D-” or above. Students are responsible for knowing their grade in each class. Parents are strongly urged to make contact with teachers regarding unsatisfactory work.

Graduation Requirements

- 4 credits of English
- 3 credits of Math
- 4 credits of PE
- 3 credits of Social Studies
- 3 credits of Science
- ½ credit of Consumer Economics
- 1 credit of Music, Art, Foreign Language,
Or Vocational Subject
- ½ credit of Health
- 2 credits of a Writing Intensive course*

VOLUNTEER/COMMUNITY SERVICE REQUIREMENT

15 hours of volunteer/community service hours during senior year
7 hours of volunteer/community service hours during junior year

COMPETENCY REQUIREMENTS

State assessment score
U.S. & Illinois Constitution

Driver Education (classroom only)

*Writing Intensive courses will be satisfied in English III and American History.

In order for a student to graduate from Du Quoin High School they must meet the following minimum requirements:

- 1. Receive a passing grade and receive credit in each of the graduation requirements.**
- 2. Meet the minimum class requirements as established by the teacher per class.**
- 3. Must attend all class periods at DHS unless attending classes at John A. Logan.**
- 4. Successful completion of the Illinois state assessment.**
- 5. Successful completion of 15 hours of volunteer/community service hours during senior year.**

In addition, all fees owed to the school or a school organization must be paid in full or students will not receive diplomas.

Credit Requirements

All students need 24 of the possible 28 credits in order to graduate from DuQuoin High School.

Course Requirement for Graduation Listed by Grade:

<u>9th Grade</u>	<u>10th Grade</u>	<u>11th Grade</u>	<u>12th Grade</u>
P.E. I	P.E. II	P.E. III*	P.E. IV*
English I	English II	English III	English IV
Math	Math	American History	Government
Science	Science	Math	
World History	Health	Science	
	Consumer Econ.		

*P.E. exemptions are possible for Jr. and Sr. level students. P.E. exemptions also include those students who enroll in marching band.

State University Recommendations

- 4 units of English
- 3 units of Social Studies
- 3 units of Mathematics (Algebra I or above)

- 3 units of Science
- 2 units of Foreign Language, Music, Art, or Vocational Subject

BACCALAUREATE/GRADUATION CEREMONY

Students eligible to attend Baccalaureate/Graduation ceremonies must have met the requirements for graduation as established by the State of Illinois and Du Quoin C.U.S.D. #300. Students whom have dropped from Du Quoin High School and have enrolled at John A. Logan – Adult Secondary Education Day Program will be eligible to participate in Baccalaureate/Graduation ceremonies at Du Quoin High School if they have met graduation requirements at John A. Logan, A.C.E.S. program. Students attending any other program such as Rebound at Carbondale High School will not be eligible. Students eligible to attend the ceremonies above, shall follow the dress code previously stated in this handbook and below:

Female: Cap, Gown, Tassel-left side, Dress, Skirt/Top Combo, Dress Pant Suit, Dress Shoes.

Males: Cap, Gown, Tassel-Left Side, Dress Shirt, Dress Pants, Dress Shoes, Socks.

Both Males and Females: 1. Are not allowed to alter their mortarboard cap or gown in any manner, 2. Cannot wear sunglasses, 3. Cannot wear shorts or denim clothing, 4. Cannot wear tennis shoes, flip-flops, or sandals, 5. Any other requirement as directed by the administration.

*If a student fails to comply with the dress code, that student will not be allowed to participate in the ceremonies. Students are not allowed to bring sirens, air horns, whistles, etc., which may cause a disruption to the ceremony. Students may bring silly string and confetti for use at the conclusion of the ceremony.

*Students may be excluded from baccalaureate/graduation ceremonies due to disciplinary reasons.

P.E. Exemption

A student may be exempt from P.E. during their Jr. or Sr. year for the following general reasons:

1. Participation in athletics, cheerleading, and Indianettes.
2. Credit in an academic class needed for high school graduation.
3. Credit in an academic class needed for admission for college.

Note: A more detailed policy is available upon request from the guidance office or administration.

P.E. Dress Code

PE students are required to dress out for PE in appropriate attire as required by the PE instructor. For hygiene reasons, students will not be able to wear cloths for PE that they wear for the regular school day.

P.E. Grades

All grades students receive in Physical Education will be averaged into the student's grade point average.

NCAA Requirements

NCAA requirements are similar to college requirements. Division I schools require 16 core courses for the class of 2008 and younger. For complete information, worksheets, and a list of core courses at DHS, go to www.ncaaclearinghouse.net.

Use 9999 as a college choice when registering for the ACT or SAT.

Transfer Credits

Only two credits, for use toward graduation requirements, may be obtained from other school programs by Du Quoin High School students during such time that they are enrolled as a student at DHS. **Students can only receive a transfer of credit for courses that are required to meet the graduation requirements as set by the Board of Education for Du Quoin High School, if they are taken due to remedial purposes (i.e. a student has failed the courses at DHS).** For example, a student has failed Government at DHS; the student can take a

government course elsewhere and transfer that credit towards their graduation requirements. Exceptions due to extenuating circumstances will be approved at the discretion of the principal.

System of Grading

Letter Grade	Numerical Value	Point Value
A	100, 99, 98, 97, 96, 95, 94	4.0
A-	93, 92, 91, 90	3.75
B+	89, 88	3.25
B	84, 85, 86, 87	3.0
B-	83, 82, 81, 80	2.75
C+	79, 78	2.25
C	77, 76, 75, 74	2.0
C-	73, 72, 71, 70	1.75
D+	69, 68	1.25
D	67, 66, 65, 64	1.0
D-	63, 62, 61, 60	0.75
F	59 and under	0.00
P	Passing	0.5

Percentages (Numerical Value) will be used in determining letter grades.

When figuring GPA use the following method: Student “A” took four classes during the semester. Student “A” received the following grades:

Math A = 4.0 English B = 3.0
 Science B+ = 3.25 French C = 2.0

Add the point values. Student “A” has 12.25 total points. Divide the total points by the number of classes (4). 12.25 divided by (4). Student “A” has a GPA of 3.06.

- Physical education grades are figured into the GPA.
- Salutatorian and Valedictorian status will be determined by cumulative GPA after 7 semesters of credit have been earned/completed.
- **To be eligible for Salutatorian or Valedictorian a student must have attended Du Quoin High School for no less than 4 semesters.**

Weighted Courses

The following classes will be designated as weighted courses. Candidates for Valedictorian and Salutatorian must have completed at

least 1 credit from weighted courses in addition to the Honors Curriculum requirements put forth in this handbook. A 0.5 weight will be added to the below courses when determining grade points with a maximum of 1 point added per semester for this purpose.

Calculus

Chemistry II

Honors English IV

Physics

Practical Law (semester course)

Exam Policy

The semester exam grade shall count twenty percent of the total semester grade. Any student who has had an in-school or out-of-school suspension during the semester is required to take all semester exams. Any student with an unexcused absence/truancy for a class will be required to take the exam for that class. All incoming freshmen will take the exams for 1st semester. Exam exemptions will be earned under the following requirements:

- Students with a GPA in the previous high school semester (semester only, not cumulative GPA) of 3.5-4.0 will earn 4 exam exemptions. Exemptions may be used for no more than 2 core classes (math, science, English, social studies).
- Students with a GPA in the previous high school semester (semester only, not cumulative GPA) of 3.0-3.499 will earn 3 exam exemptions. Exemptions may be used for no more than 1 core class (math, science, English, social studies).
- Students with a GPA in the previous high school semester (semester only, not cumulative GPA) of 2.5-2.99 will earn 2 exam exemptions. Exemptions may be used for elective classes only (no core area classes).
- Students with a GPA in the previous high school semester (semester only, not cumulative GPA) of 2.0-2.499 will earn 1 exam exemption. The exemption may be used for an elective class only (no core area class).

- To receive exam exemptions students can have no more than 1 Guided Study Hall assignment for the semester. (Guided Study Halls are assigned when a student does not complete homework on time.)

Participation Policy

Each class will include in its syllabus a participation policy. Daily points will be accumulated or lost depending upon participation/ attendance. A student's overall grade may not be raised or lowered by more than one (1) letter grade.

Incomplete Policy

Incompletes may be given under one of the following conditions:

1. When extended illness, death in family, or other extreme conditions dictate or warrant such a grade being given or;
2. When less than 70% of a quarter's work is not completed to the satisfaction of the teacher.

In each case approval of the principal is required. Under #2, the student has ten (10) school days to make up the work or two (2) weeks from the end of the quarter or the semester grade will remain an "INC" or become a "F".

Seniors have until the day prior to teachers senior grade posting.

Payment of Fees

Student grade cards will not be sent home until all fees to the school or school organizations are paid in full.

Policy for Schedule Changes

Students who wish to change their class schedule must do so during pre-registration, final registration, or during the last week of the current semester for a semester length class. The student must have parent(s)/guardian(s) consent, via phone conversation or by appointment with the student's guidance counselor, in order to make schedule changes. The second semester of a full year course can only be dropped due to extenuating circumstances. The counselor and principal must approve of this change. Schedule changes made after the start of any semester will be based upon Administration recommendation only.

Classes will not be changed in order to move lunch hours or for social requests to have classes with peers, or to change the instructor one has for a similar course.

Audit Policy

An audit is attending a class without expecting to receive formal credit.

The conditions are the following:

1. No credit is given for the audited class.
2. The principal and instructor must preapprove the audit at the beginning of the school year.
 - A. A student desiring to audit a class is allowed to do so as classroom space is available.
 - B. Preference is given to students taking the course for the first time.
3. Audit grade will be averaged in cumulative GPA.

Retake of Sequential Courses Previously Passed

1. No additional credit will be given for the retake.
2. Original grade will remain on transcript.

Retake of Courses Failed

1. Failed courses may be retaken.
2. Credit will be given when the course is passed.
3. Original grade will remain in transcript,
4. New grade is on transcript and avg. into cumulative GPA.

Academic Dishonesty (Cheating)

Students are expected to perform their own work. Where assignments require students to gather materials from outside sources, teachers will instruct students of any restrictions regarding the use of other material (plagiarism). Academic dishonesty can involve many different circumstances. It is unreasonable to expect a complete definition that would cover all cases because each situation is important enough to merit careful, individual scrutiny; however, it is helpful to have guidelines and precedents. Here are some examples that are clearly cheating:

- Turning in someone else's work, in whole or in part, as your own (with or without his/her knowledge). Turning in a completely duplicated assignment is a flagrant offense.
- Allowing another student to turn in your work as his/her own.
- Several people writing one assignment and turning in multiple copies, all represented (implicitly or explicitly) as individual work.
- Stealing an examination or solution from the instructor.
- Looking at another's test or sharing what is on a test with other students either verbally or electronically.
- Sharing/accessing network files without the owner's knowledge and using them for class assignment.
- Turning in someone's old project/assignment as your own.

All incidents of academic dishonesty will be reported to building administration.

The consequences for academic dishonesty shall be as follows:

1st offense:

- no credit for the test or assignment cheated on
- conference with parent/guardian and teacher
- recorded in discipline file
- 2 lunch detentions
- 2 year probation period to culminate with a clean record

2nd offense:

- no credit for the test or assignment cheated on
- loss of letter grade for the quarter
- administrative contact of parent/guardian
- 1 day In-School Suspension
- ineligibility for:
 - District 300 Foundation Scholarship
 - Indian Pride/PBIS rewards
 - Class officer
 - Valedictorian/Salutatorian

- National Honor Society

Flagrant or Repeated Offense:

- administrative contact of parent/guardian
- 1 day suspension
- The instructor shall either refer the incident directly to the Teacher Academic Committee for action or assign a penalty no less severe than failure of the course.

STUDENT RIGHTS

In the event that a faculty member accuses a student of cheating and imposes a penalty, the student who believes that the accusation was unjust has the right to request that the charge of academic dishonesty/cheating be heard before the Teacher Academic Committee.

TEACHER ACADEMIC COMMITTEE

A Teacher Academic Committee shall be created on an as needed basis by the Principal. The committee shall be composed of three (3) teachers who currently have, or have had, the student accused of academic dishonesty. The teacher(s) making the accusation of academic dishonesty shall not be members of the committee, but will be allowed to present information to the committee. The principal and/or assistant will be advisory members of the committee.

Honor Roll and Honorary Academic Recognition

- ONLY academic subjects will be counted for Honor Roll purposes. A special **Superior Honors** will be awarded to all students who maintain all A's (4.000). A 3.5 to 3.999 academic average is required for inclusion on the **High Honor Roll** and a 3.0 to 3.499 is required for inclusion on the **Honor Roll**. Driver's Education class will not count for Honor Roll or GPA. Computation of honor roll points are figured by converting letter grades to honor points in the following method: "A" = 4.0; "B" = 3.0; "C" = 2.0; "D" = 1.0 and "F" or Incompletes = 0. Only one "C" letter grade in any course is allowed for any honor roll designation; no grades of "D" or "F" are allowable for honor roll distinction.

HONORS CURRICULUM

In order to be eligible for the Honors Program and be considered for Valedictorian or Salutatorian status, a student must receive 25 credits in the following courses:

- 4 Credits in Math -Algebra I and above.
- 4 Credits in Science - Biology I, Biology II, Chemistry I, Chemistry II, Physics, Anatomy & Physiology, Earth Science, or Physical Science.
- 2 Credits in Foreign Language- French or Spanish.
- 1 Credit in Fine Arts - Art I -IV, Band, Music Appreciation I & II, Beg. Piano, Journalism, Film & Lit.& Public Speaking.
- 2 Credits in any Vocational Course – Ind. Tech., Ag., Family & Consumer Science, Business, & Health Occupation Dept. (excluding Anatomy/ Physiology, & Medical Terminology)
- 1 Credit in weighted class – Honors English IV, Calculus, Physics, or Chemistry II.
- Total of 25 Credits.

Will be denoted on transcripts if student graduates with honors.

Students (freshman) must inform the Guidance Department if they want to partake in the program. The student will sign a form stating consent to be in the Honors Program, and progress will be monitored yearly. Incoming freshmen that took Algebra I in eighth grade does not count toward credit at Du Quoin High School.

The credit for upper level courses does not count toward the Honors Program unless the course is completed. For example, you can not mix the credit of first term Algebra III and the first term Statistics to create one math credit for the Honors Program

GRADUATION HONORS

Magna Cum Laude: Students who achieve a four-year scholastic average of 3.75 or better.

Cum Laude: Students who achieve a four-year scholastic average of between 3.25 and 3.74.

Guidance

Counselors use both group guidance and personal counseling techniques to help each student become aware of his individual interest, special aptitudes, and capacities for scholastic and vocational achievement. This department has an important role in keeping students informed concerning new aspects of college admissions, armed services programs and new types of occupations. The program is enriched with vocational films, talks by counselors from technical schools, college and universities and by up-to-date career files. We cooperate with the Illinois Employment Services, the Illinois Rehabilitation Services and the State Child Guidance Clinics to enlarge the scope of our school services. *Students serving Out-of-School suspensions will be referred to the Guidance department.*

Student Work Habits

Students are to come to class with textbooks and necessary materials for participation in activities of the class. Chronic unpreparedness can be grounds for discipline. Students are to be aware of and observe each teacher's classroom rules. Cheating will not be tolerated. Students are answerable to every member of the staff. A teacher can, and is expected to, correct you for misbehavior even if he or she does not teach you. Students are expected to cooperate with the judgment of the staff members. Assigned work must be turned in at the specified time.

Student Qualifications for Class Officer

The following are qualifications for students to serve as class officers:

- The student must be enrolled in the class represented.
- The student must not have been truant during the year of election or the year of office.
- The student must have no major* disciplinary infraction (*resulting in an in-school or out of school suspension) during the year of election or the year of office.
- The student may have no failing grades for the grading period prior to elections.

**DUQUOIN HIGH SCHOOL ATHLETIC/ EXTRACURRICULAR
ACADEMIC ELIGIBILITY POLICY IN ACCORDANCE WITH
NO-PASS, NO-PLAY POLICY TO CONFORM WITH THE**

**SCHOOL REFORM ACT OF 1997 (105 ILCS 5/10-20.30, AS
AMENDED BY P.A. 90-548)**

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course activity; a student must pass 25.00 credit hours of high school work per week. The number of courses that a student takes and the number of hours they meet each week are not the basis for eligibility. It is the amount of credit given for those courses that count. In common terms, in a seven period schedule, 25.0 credit hours is the equivalent of passing 5 of 7 courses.

Starting with the 2015-2016 school year, students must have passed and received credit hours toward graduation for 30.0 credit hours of course work, the equivalent of passing 6 of 7 courses, for the entire previous semester to be eligible for all for the ensuing semester.

Students not passing 25.0 credit hours at any given time will be ineligible for a minimum of one week and will not gain eligibility until they are passing 25.0 credit hours. If a student is ineligible for three (3) consecutive weeks total during one semester, the student will be ineligible for the remainder of the same semester.

Passing work shall be defined as work of such a grade that if on any given date a student would transfer to another school, passing grades for the courses would be immediately certified on the students transcript to the school in which the student is transferring.

Students may also be ruled ineligible for disciplinary reasons such as accumulation of disciplinary credits at school and behavior/conduct during after school hours. Students may also be ineligible if all financial fees, dues, etc. have not been paid in full, and at the discretion of the administration, coaches, sponsor, or teachers.

Monitoring of Students Involved in Athletic-Extracurricular Activities: (No Pass, No Play Policy)

At the beginning of the school year each organization will be required to submit a list of students who are involved in their club, organization or

team. For those activities that do not start until the middle or later part of the school year, a list will be required to be turned in as soon as possible after the activities begin. A master list of these names will be placed in the office, the Assistant Principal's Office, Guidance Office and the Athletic Director's Office. *Every Friday, before 3:35 p.m. the building administration will run an "Academic At-Risk Report" via the student management system.* The results of this report will be shared via District e-mail with all faculty, sponsors and head coaches on the following Monday prior to 9:00 AM. Students that are failing 3 or more courses will be ineligible to participate in any athletic-extracurricular activities for the entire week starting on that Monday and not eligible until the next Monday. If a student is found to be ineligible for three consecutive weeks during one semester, they will be ineligible for the remainder of the entire semester. The Athletic Director Department will be responsible for notifying students and coaches when student-athletes are ineligible and their parents by phone or mail. Sponsors of organizations will be responsible for notifying students if they are ineligible and contacting parent via phone and mail.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Special Programs

Section 504 Policy

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the District to insure that students who are handicapped with the definition of Section 504 of the Rehabilitation Act of 1973 are identified,

evaluated, and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). The Act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment

Homebound Instruction

Students are entitled to homebound instruction when the situation warrants. The student must have a note from a doctor stating when the homebound instruction is to start, the reason (illness) for the homebound instruction, and when it is to conclude. During homebound instruction the student is not permitted to participate in any school activities and is not allowed on school premises. This applies to all courses presently being taken by the student.

College Courses

Knowing some DHS students will benefit from taking college courses during the summer following their Junior year and during their Senior year, this practice will be allowed with approval of the high school principal. Students will be required to be in attendance at DHS for 5 periods of the school day, maintain satisfactory attendance, maintain satisfactory grades at DHS, accept priority for DHS responsibilities, and be completely responsible for transportation. No credit will be given for these courses toward high school graduation, with the exception of John A. Logan College ENG 101/102. Courses must be taken during the day.

Driver Education

In addition to the required (by Illinois State law) classroom instruction in driver education, the school will offer practice driving, which is that phase of driver education which provides learning experience for the student as a practice driver behind the wheel of a dual control automobile. **Students are scheduled into Driver Education classes**

based upon their birth date. Freshmen taking 1st Quarter Driver Education class must have successfully graduated from 8th grade. Freshmen taking 3rd Quarter Driver Education class must have earned 2.5 credits to be eligible. All other students will be permitted to take Driver Education class after earning 5 credits in the previous two semesters. Waivers to this policy must be approved by the Superintendent's Office.

1. There is a minimum of thirty (30) clock hours of classroom instruction. This is a state policy which must be followed.
2. There is a minimum of 9 months driving with a white slip. This is a state policy which must be followed.
3. Regular attendance is a must. A "F" will be given after five (5) absences, excused or unexcused. The only absences which will not count are those excused by a doctor.
4. A student who does not pass classroom or is removed from class for disruptive behavior will have to repeat the class when scheduling permits.
5. Students will have the opportunity to qualify for a learners permit provided the following conditions are met:
 - A. Properly filling out the learner's permit application form.
 - B. Passing the written test which will be given in class.
 - C. Passing the vision test which will be given by an examiner from the State Driver's Licensing Station. Students will need a \$20 check which must be made out to the Secretary of State.
 - D. Must have a Social Security Card.
6. Students must have at least six (6) hours of actual driving and six (6) hours of observing which must be conducted with the driver's education instructor.
7. Students who are on the failure list in their regular education classes will not be allowed to drive until achieving passing grades.
8. Total fees for drivers education include the following:
 - A. Fifty dollars (\$50) payable to DuQuoin High School for lab fees.
 - B. Twenty dollars (\$20) payable to the Secretary of State for vision screening and the student's learner's permit.

9. Passing the written test which is given in class. The written test can be taken up to three times with the classroom instructor.
10. If a student has not passed it after three times they must:
 - A. Fill out another application
 - B. Get this application signed by the driving instructor.
 - C. Go tot the Department of Motor Vehicle office (DMV)
 - D. Take three forms of I.D.
 - E. Pay \$20.00
 - F. Take the test again at the DMV.

Resource Credit/Academic Success

Students will receive a letter grade in resource. The following criteria will be used in determining a student's grade:

1. The grade will be based on attendance ($\frac{1}{2}$ of grade) and class participation ($\frac{1}{2}$ of grade).
2. Students will not be allowed to make up classroom time or participation activities.
3. The percent of time students work during class will determine the percentage received for daily percentage points.

Eligibility Criteria for Vocational Placement of Special Education Students

1. The student must be receiving special education services at Du Quoin High School.
2. The student must be 16 years of age and within two credits of Junior status (minimum of 10 credits earned).
3. The student must meet the eligibility criteria of the Department of Rehabilitation Services for severe disability.
4. Any student who meets requirements one and two, but not three, will be assessed on a case-by-case basis depending upon job sites and monies available.

Special Education Student Discipline Policy

The Behavior Intervention Committee met and updated the District's Special Education Discipline Policy to reflect the changes in IDEA. For each child who has a special education eligibility, the IEP team must assess annually whether the child is able to follow the district discipline

policy. If it is determined the special education eligible student can follow the general district discipline policy/procedures, this is so noted on the IEP and an alternate plan is not required. If it is determined that because of the child's disability he/she will not be able to follow the district policy, an alternate plan should be developed and implemented. For each child experiencing behavioral problems, a non-restrictive plan may be implemented. Prior to consideration of a restrictive intervention, a functional behavioral analysis should be conducted. If a restrictive intervention becomes necessary, an alternative plan is to be developed at the student's IEP conference and will include goals and objectives to address the particular behavioral disorder to address behavioral problems. The IEP manager is responsible for monitoring students' progress and requesting an IEP meeting if the current program is not meeting the student's needs. It is the responsibility of the district staff to inform the IEP manager when a special education eligible student is experiencing behavioral problems. The IRP team will determine the need for nonrestrictive versus restrictive interventions. Coordination with the school's discipline policy is essential. The following procedure will be used:

10 points – Case manager should be notified and a meeting set with administration, special education staff, parents, and student to determine a behavior modification plan.

15-20 points – If intervention plan is not successful, a functional behavior analysis will be completed and an IEP meeting will be convened.

25-30 points – IEP team meeting to determine the need for more restrictive interventions and/or conduct a behavior manifestation determination.

Special Education 3-Tier Service Model (DHS)

Parental request for Special Education Testing must be in writing and delivered to the building principal. The referral process to determine if the student is eligible to receive Special Education services shall be initiated after the parent/guardian has signed the initial referral packet. Level 1: Resource Room: To provide one or two periods of assistance and support to mainstreamed LD or ED students, as well as consultation with regular classroom teachers as needed.

Level 2: Resource Room: To provide one to three periods of instruction in core classes for LD and/or ED students as well as providing support in mainstreamed classes.

Level 3: Self-contained. To provide 2 or more periods of instruction in core classes or specialized classes emphasizing life-skills training as well as providing support in mainstreamed classes for LD and EMH

students. (These classes include American History, English, Math, Science, and Government).

Student to be affected: Those LD students with math and/or reading comprehension scores at the 4th to 6th grade levels; ED students with achievement levels as stated above and in need of more restrictive behavioral programming than the regular curriculum can allow. Students could receive one to three classes in the resource room.

Work Permits

The Department of Labor of the State of Illinois has made high school principals responsible for the issuance of work permits for high school students. These may be secured through the principal's office during regular office hours. A copy of the law may be secured in the office.

The following rules must be honored:

1. Students from 14-16 years of age are unable to hold full or part-time jobs unless they secure a work permit from the Principal's office by meeting the following requirements:
 - (a) Presentation of a birth certificate or equivalent.
 - (b) Statement from employer, stating hours and type of work to be done by employee.
 - (c) Health report made out by family doctor on card secured from the principal's office.
 - (d) Scholarship and attendance must be OK in order to be certified.
2. Age certificate for students 16 years and over may be secured in principal's office if the following requirements are met:
 - (a) Presentation of a birth certificate or equivalent.
 - (b) Knowledge of where the minor is to be employed.

For protection of the minor in matters of insurance during working hours, all should be legally employed and have properly executed work permits and age certificates.

CLUBS AND ORGANIZATIONS

Speech Team

Open to Freshmen through Senior levels. Offers practical experience in Oral Interpretation, Acting and Public Speaking. Travel and individual practice required. Practice times flexible. DHS Speech and Acting Team: Making you the star you have always wanted to be.

Flashlight

The Flashlight is the school yearbook. It is a pictorial and word history of each school year's activities, classes and special events. The staff meets each week after school on designated nights by the advisor during the publication work period. Work on the book includes copy-writing and design, photography, fund-raising and typing. Applications for staff membership are considered based on interest, dependability and abilities in the work areas.

French Club

Any Student can join French Club if they are currently enrolled in French or have taken French previously. Attendance is taken at each monthly meeting and points are given. French Club has one major fund-raiser a year in which each French Club member is expected to participate.

Family, Career, and Community Leaders of America (FCCLA)

FCCLA is an organization affiliated with the Home Economics Department. Anyone who has taken a course in Home Economics in high school or is currently enrolled in a class is eligible for membership. Activities are planned to promote learning and to encourage social development. The activities in this organization include: Selling "Stanley" products for a money-making project, an annual cook-off, a sweatshirt decorating contest, The Sweetheart Dance with the election of an FCCLA King and Queen, class attendants, and candle bearers.

The Magnavox

The Magnavox is the official high school newspaper. It is prepared and edited by the staff members under the supervision of the adviser and published as a supplement to the *DuQuoin Evening Call* on designated Mondays throughout the school year. Work on the newspaper includes photography, fund-raising, layout, typing and copy-writing in the areas of news, features, sports and commentary. Applications for staff membership are considered based on interest, dependability and abilities

in the work areas.

Pep Club

The Pep Club is an organization at DHS whose main goal is to promote support and spirit for all sports activities. The club sponsors the Homecoming parade and dance along with many other activities during the school year. Membership is open to any DHS student.

Spanish Club

Any student can join Spanish Club if they are currently enrolled in Spanish or have taken Spanish previously. Attendance is taken at each monthly meeting and points are given. Spanish Club has one major fund-raiser a year in which each Spanish Club member is expected to participate. Also, the club has bake sales during the year. The money is used to purchase items that better the club and the Spanish classroom. Lastly, part of the money is used for an annual Christmas dinner for Spanish Club members.

Future Business Leaders of America (FBLA)

The purpose of the FBLA Chapter is to provide as an integral part of the instructional program with additional opportunities for secondary students in business and office education to develop vocational and career supportive competency and to promote civic and personal responsibilities. Any student who has had or is currently enrolled in a business class qualifies for membership. Regular monthly meetings are held in the evening. Several activities occur during the school day, especially during the month of February when FBLA celebrates Vocation Student Week. Chapter activities occur in five major areas: professional, civic, service, social and financial. Affiliation with the regional, State and National organization entitles members to participate in several conferences each year. The State convention is held each Spring. FBLA also offers approximately 30 competitive events in the business area which provide opportunities for recognition at the regional, State and National level.

Future Farmers of America (FFA)

The primary aim of the Future Farmers of America is the development of agriculture leadership, cooperation and citizenship. The specific purposes for which this organization was formed are as follows:

1. To develop competent and aggressive agricultural leadership.

2. To create and nurture a love of agricultural life.
3. To strengthen the confidence of students of vocational agriculture in themselves and their work.
4. To create more interest in the intelligent choice of agricultural occupations.
5. To encourage members in the development of individual occupational experience programs in agriculture and establishment in agriculture careers.
6. To encourage members to improve the home and its surroundings.
7. To participate in worthy undertakings for the improvement of the industry of agriculture.
8. To develop character, train for useful citizenship, and foster patriotism.
9. To participate in cooperative effort.
10. To encourage and practice thrift.
11. To encourage improvement in scholarship.
12. To provide and encourage the development of organized recreational activities.

Student Council

The Student Council serves as the student government agency at DHS. The council consists of four elected representatives from each of the four classes plus four officers: President, Vice-President, Secretary and Treasurer for a total membership of 20. To be eligible, one must be a full-time student at DHS and have a "C" overall academic average. The council's activities vary from year to year, but have included service projects, school spirit and moral boosters such as dances, contests, fund-raisers, etc. and recommendations to the administration for positive changes.

National Honor Society

At the beginning of each school year, all Juniors and Seniors carrying a full program of studies with a 3.65 or higher grade point average on a 4 point scale will be considered for National Honor Society membership by the faculty advisory council (a committee of five teachers appointed by the principal).

National Honor Society membership is determined by the measure of a student's scholarship, character, service and leadership.

1. **SCHOLARSHIP:** Scholarship means commitment to learning. A student is willing to spend the time and energy necessary to develop a cultivated mind. Each National Honor Society member must continually expand his or her world through the opportunities inherent in scholarship. To be eligible for National Honor Society membership, a Junior or Senior must have a 3.65 or higher grade point average on a 4 point scale in all full-credit subjects he or she is carrying.
2. **CHARACTER:** Character is the force in one person that distinguishes him or her from others. It gives individuality and personality. It is that without which no person can respect himself or herself, nor can hope to attain the respect of others. Character is achieved, not received; it is the product of constant action, daily striving to make the right choice. By demonstrating such qualities as reliability, honesty and sincerity, we may hope to prove by example that we value character. The character of a potential National Honor Society member will be evaluated by his or her teachers on the basis of these qualities. A student of Character:
 1. Takes criticism willingly and accepts recommendations graciously.
 2. Consistently exemplifies desirable qualities of behavior. (cheerfulness, friendliness, poise, stability).
 3. Cooperates by complying with school regulations concerning property, programs, office, halls, gymnasium, sports field, etc.
 4. Demonstrates the highest standards of honesty and reliability.
 5. Show courtesy, concern and respect for others.
 6. Observes instructions, rules and punctuality, both inside and outside the classroom.
 7. Has powers of concentration and sustained attention as shown by perseverance and application to studies.
 8. Manifests truthfulness in acknowledging obedience to rules and avoiding cheating in written work.
 9. Uses language appropriate to the school setting and is not abusive with fellow classmates or faculty.

3. **SERVICE:** Willingness to work without monetary compensation or recognition for the benefit of those in need is the quality we seek in our membership. To be eligible for National Honor Society membership, a student must have been involved in at least three service projects. Examples include: 4-H, Boy/Girl Scouts, Bible or Sunday School teacher/helper, other church service, blood drive, fund drive for charitable organization, hospital or nursing volunteer, camp volunteer, school club activities, teacher assistant, tutor, library volunteer, volunteer service for the aged, poor or disadvantaged.
4. **LEADERSHIP:** Leadership exerts a wholesome influence on the school. In taking the initiative in class and school activities, the real leader strives to train and aid others to attain the same objective. The price of leadership is sacrifice and willingness to yield one's personal interests for the interests of others. A prospective National Honor Society member's leadership abilities will be assessed on a point scale rating the student's school and community activities. The holding of class and club offices, club membership, Student council office or membership, participation on academic or athletic teams, participation in community activities, school service activities, and academic awards will all be considered.

Buses

Riding a School Bus

Riding a school bus is a privilege extended to students and can be taken away anytime for disruptive or unsatisfactory conduct. All pupils being transported are under the authority of the school bus driver and must obey his/her requests. Specific regulations are posted on the buses.

Bus Rules

1. Pupils being transported are under the authority of the bus driver.
2. Be on time for the bus both morning and evening.
3. Wait patiently for the school bus.
4. Stand a safe distance from the curb or highway.
5. Get in line when the school bus is approaching.

6. Always use the steps and handrail.
7. Sit in seats as assigned by the driver.
8. Never crowd or push.
9. Take your seats quietly and quickly.
10. Remain seated while bus is in motion.
11. Never walk or stand in aisle while bus is in motion.
12. Do not extend hands, arms, head or objects through bus windows.
13. Never throw anything while on the bus.
14. Have written permission from the Principal to leave the bus other than at home or school.
15. Talk in normal tones; loud or vulgar language is prohibited.
16. Do not open or close windows without permission of the driver.
17. Keep the bus clean; never place books, pencils, etc. in the aisle.
18. Be courteous to the driver, to fellow pupils and to passers by.
19. Never talk to the bus driver when the bus is in motion.
20. Remain seated until the bus comes to a complete stop.
21. Always face the front when getting off the bus.
22. Always walk in front of the stopped bus if it is necessary to cross the street or highway.
23. Always use steps when leaving the bus; never jump.
24. Pupils who refuse to obey the directions of the driver promptly or refuse to obey regulations shall forfeit their right to ride the buses.

Students disobeying the bus rules and endangering the lives of other students with disruptive behavior will accept the following consequences:

- 1st offense- 1 Lunch Detention and notify parents
- 2nd offense- 1 In-School Suspension and notify parents
- 3rd offense- Bus riding privileges revoked for a period of time determined by severity of infraction.

These regulations will be revised or added to as the need arises.

Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

Notice to Parents/Guardians and Students of Their Rights Concerning a Students School Records

This notice contains a description of your and your student's rights concerning school student records.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The District maintains two types of school records for each student: *permanent* record and *temporary* record.

The *permanent record* includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s).
2. Evidence required under the Missing Children's Records Act (325 ILCS 50/5(b)(1)).
3. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations (except that a parent/guardian or eligible student may request, in writing, the removal from the academic transcript of any score received on college entrance examinations), and the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System.
4. Attendance record.
5. Health record defined by the Illinois State Board of Education as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code".
6. Record of release of permanent record information that includes each of the following:

- a. The nature and substance of the information released
 - b. The name and signature of the official records custodian releasing such information
 - c. The name and capacity of the requesting person and the purpose for the request
 - d. The date of release
 - e. A copy of any consent to a release
7. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12).

The *permanent record* may include:

1. Honors and awards received.
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
3. Completed home language survey
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record
6. Health-related information, defined by the Illinois State Board of Education as “current documentation of a student's health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, and

other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports”

7. Accident report, defined by the Illinois State Board of Education as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request.”

8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred

9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement

The temporary record may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of

the Rehabilitation Act of 1973

12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

2. The right to have one or more scores received on college entrance examinations removed from the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance exams deleted from their student's academic transcript. Students often take college entrance examinations multiple times to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in the academic transcript having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. The

District will remove scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. The right to request the amendment of the student’s education records that the parent(s)/ guardian(s) or eligible student believes are inaccurate, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs

to review an education record in order to fulfill his or her professional responsibility.

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

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

6. The right to prohibit the release of directory information concerning the parent's/ guardian's child.

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

Name

Address

Gender

Grade level

Birth date and place

Parent(s)/guardian(s)' names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your

student is enrolled for further instructions.

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

TITLE IX: EQUAL EDUCATION OPPORTUNITIES; EQUAL EMPLOYEE OPPORTUNITIES SEX EQUITY STATEMENT

DuQuoin Community Unit School District #300 follows an Equal Education Opportunity and Equal Employee Opportunity Policy.

No person of lawful age shall be refused admission to or be excluded from enrollment in District #300 Schools or be excluded from any course of instruction or segregated in any course of instruction offered in the Schools of District #300 by reason of sex, race, color, nationality, religion, or religious affiliation.

Perry County Sheriff's Department/School Resource Officer

Du Quoin Community Unit School District #300 has entered into an agreement with the Perry County Sheriff's Department to use a School Resource Officer. The School Resource Officer can be involved with students in law enforcement situations, student education, and counseling. As part of this agreement a reciprocation of information will be provided by the school and the resource officer.

Du Quoin High School Foreign Exchange Student Policy

Du Quoin High School welcomes the cultural experience of International exchange students attending school. There are guidelines for inclusion to which international exchange students will adhere. They are as follows:

1. International exchange students will only be accepted by Du Quoin High School if affiliated with accredited student exchange program.
2. Du Quoin High School will only accept a maximum of two exchange students within one year.
3. Exchange students will not be allowed to take Driver's Education classes at Du Quoin High School.
4. Exchange students will not be permitted to graduate from Du Quoin High School.
5. Exchange students will be permitted to attend Du Quoin High School for one year. Du Quoin High School will not sign I-20 forms for exchange students.
6. Exchange students who wish to participate in IHSA activities must report this information to school officials upon registration at Du Quoin High School. The IHSA will make the determination of the eligibility of the student.
7. It is highly recommended exchange students be enrolled and present on the first school attendance day. Du Quoin High School begins school each year by the end of the second week of August. Exchange students will not be accepted if they cannot enroll prior to the end of the first full week of school.
8. Exchange students must follow all policies and procedures associated with Du Quoin Community School District and
9. Du Quoin High School. In addition, all laws pertaining to exchange students as outlined by the State of Illinois and the United States of America must be followed.
10. Any decisions pertaining to exchange students not enumerated in the above policies will be at the discretion of Du Quoin High School Administration.