

SCHOOL CALENDAR
DEKALB SCHOOL DISTRICT #428
2011-2012

First Half Day of School.....	Tuesday, September 6 – Early dismissal (11:00 a.m.)
First Full Day of School.....	Wednesday, September 7
Midterm (1 st quarter).....	Friday, September 30
Institute Day – No School.....	Friday, October 7
School Improvement – Early Release.....	Monday, October 31 (11:00 a.m.)
End of 1 st Quarter.....	Friday, November 4th
Parent/Teacher Conferences – Early Release.....	Thursday, November 10 (11:00 a.m.)
Parent/Teacher Conferences – No School.....	Friday, November 11
Thanksgiving Break – No School.....	Wednesday, November 23 through Friday, November 25
Midterm (2 nd quarter).....	Friday, December 2
Winter Break – No School.....	Wednesday, December 21 through Friday, December 30
Martin Luther King, Jr.’s Birthday – No School.....	Monday, January 16
End of 2 nd Quarter.....	Friday, January 20
Midterm (3 rd quarter).....	Friday, February 10
Institute Day – No School.....	Friday, February 17
Presidents’ Day – No School.....	Monday, February 20
End of 3 rd Quarter.....	Friday, March 9
School Improvement – Early Release.....	Friday, March 23 (11:00 a.m.)
Parent/Teacher Conferences – Early Release.....	Thursday, March 29 (11:00 a.m.)
Parent/Teacher Conferences.....	Friday, March 30
Spring Break – No School.....	Monday, April 2 through Friday, April 6
Spring Holiday – No School.....	Friday, April 6
Midterm (4 th quarter).....	Friday, April 27
Memorial Day – No School.....	Monday, May 28
Last Day of Student Attendance (if no emergency days are used) Early Release.....	Thursday, June 6 (11:00 a.m.)

This Handbook belongs to: _____

DEKALB C.U.S.D. #428 MISSION STATEMENT

Our mission is to educate our students to reach their potential while preparing them to contribute to our global society.

DEKALB C.U.S.D. #428 BELIEF STATEMENTS

We believe

- that all students have worth and can learn in a supportive environment
- in providing the highest quality education to every student
- in the recognition and respect of individual differences and diversity while working toward common goals
- in providing a safe environment conducive to learning
- that District decisions should focus on student achievement
- that effective communication at all levels is vital to the development of trust and cooperation
- that quality facilities are essential to providing quality education
- in the recruitment and retention of quality faculty and staff
- that a commitment to high expectations produces better students and citizens
- school district staff, in partnership with students, families and community are accountable for student performance
- everyone benefits when education is a top priority
- that the utilization of Community resources will provide greater opportunities for all students
- in fiscal responsibility

**Be Responsible!
Achieve Academically!!
Respect Self & Others!!!
Be Proud!!!!
HEART OF A BARB!!!!!!**

Do The Right Thing Right Now!

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DEKALB HIGH SCHOOL

1515 South 4th Street
DeKalb, IL 60115-4699
Student Handbook 2010-2011

Administration

DEKALB HIGH SCHOOL ADMINISTRATION

Principal.....	Mr. Doug Moeller
Assistant Principal for Building Operations.....	Mrs. Valerie Bilek
Assistant Principal for Student Services, Attendance.....	Dr. Jennie Hueber
Assistant Principal/Student Services, Discipline.....	Dr. Richard Lebrón
Director of Athletics/Activities.....	Mr. Dan Jones
Dean of Students.....	Mr. Sean Chamberlain

DEKALB HIGH SCHOOL PHONE NUMBERS

815-754-2100 Administration/Staff/General
815-754-2122 Counselors
815-754-2125 Attendance Office/Student Services
815-754-2148 Athletic Office

** In order to maximize the amount of lost teaching time, parents should notify the Attendance Office by 7:40 a.m. on days when their student is going to be absent from school.

DISTRICT #428 ADMINISTRATION

Superintendent.....	Dr. James Briscoe
Assistant Superintendent, Curriculum and Instruction.....	Dr. Roger Scott
Assistant Superintendent for Human Resources.....	Dr. Lindsey Hall
Assistant Superintendent, Business and Finance.....	Ms. Andrea Gorla
Assistant Superintendent of Student Services.....	Ms. Kari Cremascoli

BOARD OF EDUCATION

Thomas Matya.....	President
Tracy Williams.....	Vice-President
Cohen Barnes.....	Secretary
Mr. Mike Verbic	
Mr. Michael Lord	
Ms. Jessica Lyons	
Nina Fontana	

Part I – General School Information

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO BE KNOWLEDGEABLE OF ITS CONTENTS. I ALSO UNDERSTAND AND AGREE THAT I WILL CONTACT ANY BUILDING ADMINISTRATOR IMMEDIATELY WITH ANY QUESTIONS OR MISUNDERSTANDINGS MY PARENTS OR I MAY HAVE REGARDING MY RIGHTS AND/OR RESPONSIBILITIES CONTAINED IN THIS BOOK.

Accidents

1. It is the student's responsibility to report any personal injury to his/her teacher, the nurse, or to an administrator immediately.
2. Accidents (Motor Vehicle): All accidents involving a motor vehicle on campus must be reported to security or an administrator, in addition to the DeKalb Police Department.

Activities Eligibility

Student/athletes must be passing five (5) credit courses every week to remain eligible to participate. A weekly eligibility check will be made, with those athletes not passing 5 credit classes being ineligible the following week. A student is not eligible to participate for the semester in athletic/activities if he/she has not passed five (5) credit classes during the previous semester. To participate in extra-curricular activities, students must be in attendance for at least a half-day at school. You must pass five (5) credit classes per semester to remain eligible for the following semester.

Activities & Clubs

DeKalb High School offers many clubs to supplement your education. While the daytime schedule is to be devoted to academic success, we acknowledge that socialization skills also need to be developed by the adolescent. Beyond the Athletic, Music, and Choir Department choices, this can be accomplished through the following extracurricular activities and clubs:

Animae Club	Interact
Art Club	Key Club
Athletic Council	Latino Student Union (V.A.L.U.)
Barb Wire Newspaper	Literary Team
Black Student Union	Math Team
Class Organizations (Fr., So., Jr., Sr.)	Mixers
Color Guard	Musicals
Concerts	New Pennies
Dances	Pom Pons
DCP/SAFE	S.A.D.D.
Eco Buds	Scholastic Bowl
E.L.I.T.E.	Shop Club
Fall Play	Spanish Club
Fellowship of Christian Athletes	Spring Musical
F.F.A	Student Council
Fishing Club	Video Game Club
Forensics Club	Voices of Diversity
French Club	W.Y.S.E.
Gay/Straight Alliance	Military Club
Hip Hop Club	Principal's Advisory Committee
Interact	Project Breakthrough
Intramurals	

Students are welcome to stay after school doing the following activities:

1. being in a supervised club or activity by 3:00 p.m.
2. attending tutoring sessions
3. being seated in the Main Commons for quiet study time. You must remain in the Main Commons until an activity bus arrives or until your ride home arrives
4. going to the Media Center for specific homework assignments (must show ID to enter Media Center and follow all rules)
5. being assigned an AISA
6. being assigned an in-school suspension

If you violate these rules, you will be asked to leave the building immediately and you will receive social probation.

After school students may NOT:

1. be unsupervised
2. "hang out"
3. roam the hallways
4. exhibit insubordinate/disrespectful behavior to ANY staff member
5. arrive late to clubs/activities
6. leave campus and return later
7. wait in the Front Lobby for activity buses

If you violate these rules, you will be asked to leave the building immediately and you will receive social probation.

Address/telephone changes

A change of address or telephone number must be reported to the Registrar's office immediately.

Online Activities/Information/Photos

The district from time to time allows coverage of activities, events and occasionally releases and/or posts on our website students' photographs/work, performances, awards, and honor listings to be used in informational news coverage and educational purposes. Parents and or/Guardians filled out a release of information at the time of registration into the district. If you do not want your child's information or photo used, please contact the main office and provide a signature to not participate in the release of information.

Backpacks/Carry-Alls

Students will not be allowed to carry backpacks, sling bags, or any device used to carry/wheel school materials during the school day. Students may use backpacks and/ or carrying devices to transport their books and other items before and after school. The backpacks / carryalls will not be allowed in the classrooms. Students are encouraged to retrieve books and materials from their lockers periodically throughout the day.

Building Surveillance Cameras

For the safety and security of all students and staff, please be advised that video surveillance equipment is being used to monitor the DHS campus 24 hours a day.

Cleanliness and Appearance of the Building/Grounds

D.H.S. should be a center of pride for students, staff and community. Trash in the halls, graffiti and general un-cleanliness gives a message of lack of pride and respect. Students will be responsible for depositing trash in proper receptacles and recycling bins. Students found putting graffiti on any school property or personal surfaces and/or littering will be subject to disciplinary action. Leaving trash and garbage will be dealt with likewise.

Computer Use Expectations

Since computers are an integral part of a student's day, they must be available for use by all students and staff. Everyone's cooperation regarding the following guidelines will guarantee an appropriate learning environment.

1. The use of any computer, its software and related items is a privilege, not a right.
2. Students are responsible for the computers they use and are expected to treat the equipment with care. Thus, if anything is wrong with the computer or its operation, it needs to be reported to the teacher or lab supervisor immediately.
3. Students must not tamper with or try to gain access to computer data to which he/she has no right, such as teachers' files, network files, inappropriate Internet sites, or confidential information.
4. Students must not damage, destroy, or copy another student's data.
5. Students must not load or remove any software program on the computers.
6. Students must check with their teacher regarding the use of personal electronic storage devices in any computer.
7. Keyboards and mice may not be removed from the desk, and students must keep their hands on their own keyboards and not on another student's keyboard.
8. Students are not permitted to eat or drink in any of the computer labs at DHS.
9. Students must have a pass from a teacher to enter/use the computer lab and are required to sign in/out in the attendance log book.
10. Students should push in their chairs, pick up materials, and place any scrap paper in the recycling containers at the end of the period.

Please refer to Appendix A for the DeKalb C.U.S.D. #428 Acceptable Use Policy Manual

Dances & Concerts (Guidelines)

We encourage all students to be involved in safe, well-organized school events. D.H.S. sponsored activities are for D.H.S. students and should not be considered activities open to non-students. Each D.H.S. student wishing to bring a guest to one of our two major dances, Homecoming and Prom, must complete a dance guest request form in the Attendance Office. Restrict that request to one guest per D.H.S. student. Problems or questions should be resolved with the administration and final approval will be made by a DHS Administrator. Concerts or mixers are only for D.H.S. students and valid D.H.S. ID's must be presented in order to enter. Substitution of guests can not be made at the door. Non-D.H.S. persons who are not registered in advance will not be allowed to attend and must leave the school property immediately! Dances and mixers are DeKalb High School events, and therefore should reflect a level of behavior that is consistent with our school's mission and goals. Dances should be events where everyone is comfortable attending, and where behavior is appropriate and respectful. The type of dancing at mixers and dances should not create an atmosphere that is embarrassing or uncomfortable to any student, teacher, chaperone, parent or others who might supervise dances or mixers. All persons should feel welcome and proud to attend our events.

1. The dress code is enforced at mixers. Students may not take off their shirts, lift up their shirts/dresses/skirts or have undergarments showing. All other aspects of the dress code will be followed as well.
2. All students must show their DHS ID upon entering the dance. NO ID=NO admittance to the dance.
3. No outside food/drink may be brought in to a dance.
4. Guests, for Homecoming and Prom, must fill out the proper paperwork ahead of time and bring that paperwork and a picture ID to the dance.
5. If a student leaves the dance, they will not be readmitted.
6. A variety of music will be played.
7. Students will not be allowed into the dance one half hour (30 minutes) after it has started.
8. While dancing, students must not lean against any object, wall, post or bend over to grab knees, ankles, etc.
9. Keep 2 feet on the floor at all times—lying down, being on one's knees are not acceptable, nor is lifting students up off the floor.
10. Not dance in a sexually explicit manner.
11. Should there be a problem or issue with how a student(s) is dancing, he/she will receive a warning. A second warning to a student includes a request to leave the dance for the remainder of the evening without a refund. While the dress code will be relaxed for dance/mixer fashions, it is expected that all dance/mixer attire is appropriate and tasteful. At the administrators' discretion, students can be denied admission if dance/mixer attire is revealing or inappropriate.

Distribution of Written Materials and Petitions

1. No written or printed materials may be distributed or posted in the school building or on the school grounds by any student if the distribution and/or posting would lead to a substantial disruption of/or material interfere with school activities, or undue intrusion into the lives of others.
2. No written or printed materials may be distributed or posted in the school building or on the school grounds unless, at least 24 hours before any distribution of the materials, student notifies the building Principal of his/her intent to distribute the materials, and provides a copy of the materials intended to be distributed and/or posted.
3. The time for the conduct of any activities other than for school elections under this section is restricted to the time approved by the Principal and shall not be carried on in areas where classes are being conducted, and may not be disruptive or interfere with the school program.
4. The place for conduct of such activities may be reasonably restricted to permit the normal flow of traffic within the school or on school premises.
5. Students distributing literature or petitions will be responsible for removing litter which may result from their activities.
6. The posting, circulation or distribution of written materials or petitions by any person(s) other than DeKalb faculty or students is prohibited.
7. A student may appeal the denial of a request to distribute written material pursuant to the student's right to due process.

Dress and Grooming

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. This dress code is designed to facilitate education by limiting distractions and promoting safety as well as teaching students about appropriate dress. Since the home provides the funds, guidance and upkeep of the student's clothing worn in school, it is the responsibility of the parent/guardian

to see that the student attire reflects the modesty and good taste expected in school. Student attire that is disruptive to the educational process will be considered inappropriate. The following points are not all encompassing, but are indicators of the expectations regarding student attire. The principal or his designee has the final determination regarding the appropriateness of student dress. Reasonable dress and grooming standards will be required for certain classes and school-sponsored activities where the law requires it, where it is necessary for the health and safety of the student, or where it is appropriate for the academic subject area.

1. All students shall be clean in personal grooming and attire, wear shoes and clothing in the manner, and for the purpose for which it was designed. Clothing is to be worn as it was intended to be worn (bib overalls with straps up, not down, pants/slacks must be positioned at waist level, etc.). No chains on wallets/keys.
2. Students are expected to dress appropriately at all times. Any dress or appearance, which is disruptive or immodest, will not be allowed. Students in violation of the dress code will be asked to change. Repeated infractions will result in more severe consequences. The following is a non-inclusive list of prohibited apparel: spaghetti strap tops, tank tops, bare midriff tops, tube tops, halter tops/one shoulder tops, t-shirts with offensive language/sexually explicit language or with drug/alcohol/tobacco endorsements, shorts/skirts must be at a minimum of six (6) inches from the inseam, holes in shorts/pants/ must be at a minimum of six (6) inches from the inseam, jewelry that could be used as a weapon.
3. Students are responsible for any printing on articles of clothing to insure they are in good taste and not of a lewd or profane or gang-related/violent nature.
4. Due to disruptions, and based upon health and safety concerns, the wearing/carrying/displaying of hats/bandanas or other head covering in school, or on field trips is prohibited during school hours. Hats worn outdoors are not to be tilted to either the right or left. These prohibitions apply at anytime within the school buildings or on school grounds. The first occurrence will result in a warning. Subsequent Occurrences will be handled as insubordination.
5. If Administrative action is deemed necessary, the student will be suspended from class, and referral will be made to parents. The student will be readmitted to class upon remediation of the situation.
6. Jackets/coats are not to be worn/displayed during the school day, excluding during physical education classes that are conducted outside.

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Fees and Charges

Waiver of Student Fees

The Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

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

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

Hallways/Agendas

All students should report to their assigned study hall. Students are not to be in the hallways during class periods. Students who are in the hallways during class periods must use their agenda as a hall pass. The hall pass must be signed by the classroom teacher.

ID Cards

Every student must carry a picture identification card issued by the school at all times. Failure to do so may be considered insubordination. The card must be shown to staff members and/or surrendered upon request. Lost cards will be replaced for a fee of \$5.00. This fee must be paid prior to issuing a replacement ID card. The ID card is required for admittance to all school activities on or off campus. ID cards are also used to check out materials from the Media Center.

Inclement Weather – Tornado Warning

When the Tornado Warning Siren has been activated, the DeKalb CUSD #428 Schools Safety Protocols and Procedures indicates that everyone should take safety precautions. When students and staff are in school, the District Procedure is to have students remain in the building in the designated safety areas until the "All Clear" is given. Parents or Guardians will not be allowed to remove a student from School during a Tornado Warning. Adults are encouraged to enter the building and move to a designated safety area inside the school. Anyone who disrupts the School's Safety Protocols and Procedures may be referred to the local authorities.

Lockers

School lockers are the property of the school and are subject to inspection at the discretion of the school administration. Every student must use the locker assigned to him or her. If for any reason a locker cannot

be used, report the trouble to the Registrar's Office. Combination locks may be used on the physical education lockers. The locker combination should be kept to yourself. Keep your locker locked at all times. Built-in Combination locks are installed on all hall lockers. Students will not need padlocks for hall lockers. Unauthorized locks will be removed at the student's expense. Unacceptable items are not to be stored in student lockers. Students are responsible for keeping locker free of markings or litter.

Lost & Found

Many articles are lost or misplaced during the school year. Storage of lost and found items is maintained in the attendance office, main office, and security areas.

Lunch Release

Only junior and senior students are allowed to leave campus at the beginning of their scheduled lunch period. They are to return for the start of their next scheduled class. Juniors or seniors choosing to leave campus must show their IDs in order to leave for lunch. Juniors and Seniors who choose to leave during their lunch period may do so but should not sit in their cars (i.e. listening to music, finishing lunch, etc.). Junior and senior students returning early from lunch should proceed to the main lobby area.

Messages and Deliveries

The number of phone messages and deliveries for students that are received each day by the Assistant Principal's office has become overwhelming. We would like to remind parents that it is difficult to deliver messages and other items to students as it becomes disruptive to the classroom environment. Please contact the school to relay messages only when it is a situation of extreme hardship or an emergency. In addition, please do not use the school to deliver items to students unless it is absolutely necessary. Thank you for your assistance with this request.

Parking

Parking Permits are required for all students who park in the DHS parking lot. The fee for parking is \$85.00 per year or \$50 a semester. You may obtain a parking permit by paying the above fee and completing a Parking Permit Request Form that you can get in the Main Office.

- All student vehicles (including motorcycles) must be registered with the office and display, in the front windshield, a current parking permit at all times while on campus. Current fees will be listed in the registration materials. ("Display" means, hang it on the rear view mirror, the number facing outward.)
- Students must park in their assigned space. If the student's assigned space is occupied for any reason, the student must park **temporarily** in a Visitor's space and report it immediately to the Main Office.
- Students may never park in a faculty space, at any time, for any reason.
- Temporary permits may be issued for those students who drive because of an unusual or emergency situation. These must be obtained in advance in the Main Office.
- Student parking is in the main lot, extending west from the main entrance.
- The area to the south of the building is restricted for faculty and staff use. Students may never park in this area.
- By accepting a parking permit, the student utilizing the school parking lot is deemed to consent to a complete search of the vehicle, all its compartments and contents, by school officials, for any reason whatsoever. This notice applies to all vehicles of any type and is in force 24 hours a day. Loitering in the parking lot is not allowed. Students holding a valid parking sticker are permitted to park their vehicles in the parking lot. Privileges should not be abused by just "hanging around." Students should be in the parking lot for only the time needed to arrive and leave. Students littering the parking lot will be subject to disciplinary action.

DENVER BOOT—

The Denver Boot is in use. According to school policies and agreements, *all* students who drive to DeKalb High School must purchase and display a current parking permit. All must enter and exit via the main central (bell) doors. All students must park in the student lot on the northwest side of the school:

Students may not park:

- *in Visitor spaces*
- *in Faculty/ staff parking area*

Please note: Our goal is to have students comply with the rules. Those choosing not to cooperate will face the consequences. Their vehicle may be subject to having the "Denver Boot" attached, either for "NO PERMIT" visible, any other parking infraction, for failure to cooperate with school rules, or for any other school disciplinary infractions. NOTICE IS HEREBY GIVEN: If the "Denver Boot" is attached to your vehicle, **DO NOT MOVE YOUR VEHICLE! DAMAGE WILL OCCUR!** This warning will be placed

- Books may be checked out for 2 weeks. Reference materials may be checked out overnight.
- A three day grace period on returns will apply and after that 10 cents per day on overdue materials.
- If you owe \$1 or more on an overdue item, no check-outs will be allowed until the item is returned and the amount is paid.
- A student ID is required in order to check out material.

Lost and Damaged Materials:

Media Center materials, which are damaged or not returned by a student, will be the responsibility of the student or the student's parent or guardian at the replacement cost of the material. Refunds for materials returned by students or parents after the payment has been made will have \$5 deducted to cover processing costs.

ID CARD:

The student ID card serves as a library card and should be presented whenever a student wishes to check out material. Students are responsible for all materials checked out with their ID.

Health Services

If a student becomes ill in school, he/she should get a pass from the teacher and report to the nurse's office. Students must not leave the building because of illness without authorization from the nurse or the office personnel. The primary responsibility for the diagnosis of illness, the prescription and administration of medication rests with the parent and physicians.

Medication Administration

The primary responsibility for the diagnosis of illness and the prescription and administration of medications rests with parents and physicians. It is strongly encouraged that medications be given at home during non-school hours. The number of students taking medication during the school day can be minimized by using long-acting drugs and by scheduling doses before going to school. In instances when students require short or long-term medication administration while at school, such medications will be self-administered. The medications themselves will be stored and monitored at school by school personnel per guidelines and procedures established by school district administration. In all cases, students and their parents or guardians must be personally responsible for the actual administration and/or taking of medications. The policy for administering medication to students is as follows:

Student Medications

If it is necessary for a student to take medication (prescription or over-the-counter) at school, a signed form from a doctor and parent will be required and the medication must be turned in to the health office upon arrival to school. A completed School Medication Authorization Form and a Student Self Administration of Medication Form must be in the school health office in order for school personnel to supervise the self administration of a student's medication to the extent of that student's ability. Students should only bring the appropriate quantity needed for doses taken at school. Medication needs to be brought in original container with labeled directions. Parents can contact their pharmacy for an extra labeled prescription container for school. If medication is brought in an unlabeled container the school personnel reserve the right to not administer or allow self-administration. The DeKalb School District allows school personnel to administer medications/ or supervise self-administration for a limited time under the following guidelines. The medications will be stored and/or monitored at school by school personnel per guidelines and procedures established by school district administration.

Prescription Drugs

- The medication is required during school hours. Prescription medications that are prescribed to be taken three times a day should not be taken at school unless medically indicated and specifically ordered by the physician.
- If medication comes to school in an unlabeled bottle the school nurse and parents are to be notified.
- Parent note needs to indicate permission for school personnel to dispense medication per physician's orders.

Non-Prescription Drugs

- Over-the-counter medication must be brought in the original container, labeled with the student's name, accompanied by a note from the **parent AND doctor** describing how and when the medication should be taken.

- Parents are asked to notify the school nurse that their child must take medication while at school.
- Alternative medication /herbal supplements requires a note from a licensed prescriber as stated in the *Recommended Guidelines for Medication Administration* in schools by the Illinois Department of Human Services and the Illinois State Board of Education.

School personnel will give no medication unless these guidelines are followed. Certain exceptions to this policy may need to be made, but the school nurse or principal will handle these in advance on an individual basis.

Policy for Students Needing Metered Dose Inhalers and/or Epinephrine Auto-Injectors

Inhalers and Epinephrine Auto-Injectors are prescribed medications and the previously stated guidelines apply to these medications. The permission for self-administration of medication or use of an epinephrine auto-injector is effective for the school year for which it is granted and shall be renewed each subsequent school year. Provided that these requirements are met, a student may use his or her medication while at a school sponsored activity, while under the supervision of school personnel.

For students that require the use of emergency medication, parents should contact the school nurse regarding their student's need and complete the appropriate forms.

If you wish to have your child carry his or her inhaler or epinephrine auto-injector please contact the school nurse.

Chronic Infectious Diseases

Students diagnosed with chronic infectious diseases and receiving medical attention will be allowed to attend their regular classes to the extent that they are able to do so and pose no threat to the health or safety of themselves or others. For further procedural details, refer to Board Policy Manual.

Vision Exam

Illinois Law requires that students new to Illinois schools for the first time provide proof of an eye examination by an optometrist or physician (ophthalmologist) who provides eye examinations with a report submitted to the school no later than October 15th of the year they first enroll or if enrolled after the start if the school year 60 days after enrollment.

Vision and Hearing Screening

Students will be screened in the school, according to state mandated vision and hearing laws. Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months and that the evaluation is on file at the school. If a vision examination report is not on file at the school, your child, in the mandated groups, will be screened. Vision screening is mandated for the following children: pre-school, kindergarten, 2nd grade, 8th grade and all special education, transfer students and teacher referrals. Hearing screening is mandated for the following children: Pre-school, kindergarten, 1st grade, 2nd grade, 3rd grade and all special education, transfer students, and teacher referrals.

Student Services

The Student services Department at DeKalb High School provides academic, career, and college planning for students. In addition, the counselors, social workers, and psychologists provide individual and group counseling for students with a variety of emotional and social needs. Activities sponsored by the counselors include College Financial Night, College Testing, Awards Night, Orientation for 8th graders, Freshman Orientation, T/A Activities, and registration for high school classes. Registration for next year's classes consists of large and small group sessions and an individual planning session with a student's counselor. Counseling and special education services are coordinated by the building Student Services Team (S.S.T.). Students, parents, and staff may request a student to be referred to S.S.T. by contacting a counselor. A Student Assistance Program continues to be developed, which provides a variety of guidance counseling and educational programs in the areas of alcohol and substance abuse. Support and referral services for students who have social or emotional problems will also be provided. School personnel and community agencies work together to provide these services.

Student Support Services

Support services for students consist of a nurse, nurse's assistant, psychologist, social worker, counselors, case managers, instructional assistants, English language learner support staff and extended day tutors. In addition, the attendance office and the Assistant Principals' Office exist to help students. Students who wish to see a counselor can sign up in the counseling office.

LOCAL SUPPORT SERVICES

Ben Gordon Mental Health Center.....	815-756-4875
Family Center of NIU.....	815-753-1684
Family Service Agency.....	815-758-8616
Salvation Army.....	815-756-4308
Youth Service Bureau.....	815-748-2010

FACILITIES WHICH PROVIDE INPATIENT AND OUTPATIENT SERVICES IN ONE OR ALL OF THE FOLLOWING AREAS:

• Emotional/Behavioral Problems • Chemical Dependency • Dual Diagnosis	
Kishwaukee Community Hospital.....	815-756-1521
Linden Oaks Hospital/Naperville.....	800-955-6357
Mercy Center/Aurora.....	708-859-2222
Oakwood Hospital/Rockford.....	800-843-6251
	Or 815 397-5500
Rosecrance Center.....	815 399-5351
St. Joseph Hospital/Elgin.....	847-695-3200
Swedish American Hospital/Rockford.....	800-932-1810
	Or .815 966-2273
Safe Passage.....	815-756-7930
Hope Heaven.....	815-758-3166
DeKalb County Health Department.....	715-758-6673

ADDITIONAL SUPPORT SERVICES

AIDS Hotline.....	800-243-2437
Big Brothers/Big Sisters.....	815-758-3616
Child Abuse Reporting.....	800-252-2873
Crisis Line (Suicide/Depression).....	815-758-6655
Juvenile Court Services.....	815-895-7190
Runaway Hotline.....	800-231-6940

PART III – SCHOOL EXPECTATIONS/GUIDELINES**Positive Behavioral Interventions and Supports**

DeKalb High School has implemented a school wide program to increase the capacity of our school to reduce disruptions and educate all students, including those with problem behaviors. Through this approach we have established clearly defined outcomes, are implementing research validated practices, and are using data collected for decision-making and problem solving. It is our ultimate goal to provide a school-wide proactive culture that is positive and consistent where behavioral expectations are understood, taught, and modeled by adults. For more information, please log onto: <http://www.pbis.org>



What does it mean to be a BARB...	Be Responsible	Achieve Academically	Respect Self & Others	Be Proud
School-Wide	<ul style="list-style-type: none"> *Turn off electronic devices *Respect school property *Maintain a drug-free campus *Follow dress code 	<ul style="list-style-type: none"> *Update and check agenda regularly 	<ul style="list-style-type: none"> *Be considerate when others are talking *Use kind words and voice *Follow directions given by staff 	<ul style="list-style-type: none"> *Know and follow all school expectations *Have high expectations of learning *Refrain from PDA
In the Classroom	<ul style="list-style-type: none"> *Be on time *Bring necessary supplies *Ask for make-up work when absent *Strive for perfect attendance 	<ul style="list-style-type: none"> *Do homework *Turn work in on time *Ask questions *Strive for excellence *Stay awake and on task 	<ul style="list-style-type: none"> *Keep body parts to yourself *Treat others as you would like to be treated *Listen when the teacher is talking *Follow all staff directions 	<ul style="list-style-type: none"> *Dress appropriately *Respect others' space and belongings *Participate in special events
In the Hallways	<ul style="list-style-type: none"> *Pick up after self *Keep to the right 	<ul style="list-style-type: none"> *Keep moving *Be on time 	<ul style="list-style-type: none"> *Use appropriate language *Refrain from PDA 	<ul style="list-style-type: none"> *Respect others' space *Respect others' property
In the Bathroom	<ul style="list-style-type: none"> *Use facility for designated purpose only. *Have agenda for a pass *Keep facility clean *Wash hands 	<ul style="list-style-type: none"> *Return to class promptly 	<ul style="list-style-type: none"> *Respect others' space *Respect others' property *Respect school property *Use trash cans and toilets appropriately 	<ul style="list-style-type: none"> *Inform staff if something is out of order *Thank the teacher for allowing you to go during class time.
In the Commons and at Lunch	<ul style="list-style-type: none"> *Eat food at tables only *Place garbage in trash cans *Be on time 	<ul style="list-style-type: none"> *Eat nutritious food 	<ul style="list-style-type: none"> *Respect school property *Respect others' space 	<ul style="list-style-type: none"> *Use appropriate language *Use appropriate table manners
In the Parking Lot	<ul style="list-style-type: none"> *Follow all parking guidelines *Exit campus at proper locations *Place garbage in trash cans 	<ul style="list-style-type: none"> *Take homework with you *Drive slowly and safely 	<ul style="list-style-type: none"> *Use appropriate language *Follow adult directions 	<ul style="list-style-type: none"> *Retain driving privileges by following all rules
At School Events	<ul style="list-style-type: none"> *Use appropriate language 	<ul style="list-style-type: none"> *Be cooperative *Celebrate 	<ul style="list-style-type: none"> *Be on time *Pay attention 	<ul style="list-style-type: none"> *Turn off cell phones

	*Be polite *Follow adult directions	successes of all participants	*Leave when event ends	*Cheer when appropriate *Encourage others
During Emergency Situations	*Follow directions given by staff and emergency personnel *Stay calm and listen *Be aware of emergency exits within the building	*Return to class promptly following the drill or actual emergency situation.	*Use appropriate language *Keep body parts to yourself *Treat others as you want to be treated *Put cell phones away	*Represent DHS in a positive manner *Report suspicious behavior to staff members

Student – Parent – Teacher Rights and Responsibilities

Students Have the Right to:

- a meaningful learning experience
- an appropriate and challenging curriculum
- protection from physical or verbal abuse.
- assistance in making decisions on educational goals
- the opportunity to practice decision making within the democratic process
- humane and appropriate discipline
- a school climate free of violence and disruption
- a clear and concise written code of discipline
- knowledge of the reasons for any discipline which may be administered
- due process in matters of disciplinary action

Student Responsibilities:

- attain the best possible level of academic achievement
- respect the rights of fellow students and school personnel
- be punctual and attend school regularly
- obey city, state, and federal laws
- obey school rules
- be responsible for his/her actions
- respect authority, both in school and at school-sponsored activities
- respect school and community property
- avoid abusive language, verbal or written
- dress appropriately and practice habits of personal cleanliness
- know reasons and methods of discipline, including suspension and expulsion
- not disrupt the educational process

Parent Rights:

- know that disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth
- be granted reasonable access to all school records pertaining to your child
- receive periodic official reports of your child's academic placement, progress, and social adjustment
- share in your child's right to due process procedures in matters of disciplinary actions
- be notified of your child's violations of school rules and regulations

Parent Responsibilities:

- assume responsibility for his/her child to observe state and local attendance regulations
- understand that teachers have the legal responsibility to stand in place of parents in matters relating to discipline and conduct
- instill in your child respect for law, for lawful authority, for the rights of others, and for private and public property
- discuss with the child the activities and experiences of the school day lending support and encouragement
- actively support and attend school functions

- plan the time and place for homework assignments, provide necessary supervision
- cooperate with the school in fulfilling recommendations made and in carrying out disciplinary actions taken in the best interest of your child

Teachers Have the Right to:

- require a reasonable standard of orderly behavior in the classroom
- support and assist in the maintenance of control and discipline in the classroom
- have the respect of students, fellow staff members, and the school administration
- instigate a conference with all parties involved when a student behavioral problem has not been satisfactorily resolved
- appeal to a higher administrative level, if a disciplinary/behavioral conference is unsuccessful

Teacher Responsibilities:

- show concern and respect for each student
- plan and conduct an effective and motivating instructional program
- inform parents about academic progress and conduct of students
- be guided by professional ethics in relationships with others
- manage classroom routines that contribute to instruction, a well-ordered classroom, and the development of civic responsibility
- know and enforce the rules courteously, consistently, and fairly
- deal with misconduct quickly, firmly, and impartially
- handle behavior problems according to established practices
- take advantage of opportunities for academic growth at all levels
- report potential problem(s) to the principal promptly
- develop and enforce a Classroom Management Plan that is approved by the building administrator

General Attendance Information

Introduction

Regular attendance is essential for academic success. Every student's presence and participation in all classes is expected and valued. Students cannot learn and achieve if they are not physically present in the classroom. Attendance and punctuality are expected in all classes. The regular school hours are 7:45 a.m. – 2:45 p.m.

Excused Absence Procedure

All student absences must be reported to the school by a parent or legal guardian via phone or written note. Notification of absence must be made within 24 hours of the student's return to school.

Valid causes for absences are:

1. Personal illness
2. Death in the immediate family
3. Court related actions
4. Extreme family emergencies
5. Vacations: The number of vacation days, whether excused or unexcused will count toward the 10 days absence rule. Families are encouraged to utilize the vacation days integrated into our school calendar. Students absent from school because of vacation must follow the procedures established for pre-excused absences.
6. Religious Holidays – A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

Make-Up Work

All students with excused absences may make up all missed work, tests, projects, etc. for full credit. The student will have the same number of days to make up their work as they had in absent days. For example,

if a student has three concurrent excused absences, he/she will have three days to complete and turn in the work for full credit. Students who have unexcused absences will not receive credit for any missed assignments, projects, tests, etc.

Pre-Excused Absences Procedure

Planned absences should be pre-approved by the administrations. Failure to do so may result in an unexcused absence.

Occasionally, an unusual family circumstance arises that may necessitate a student's absence from school. Each of these absences should be pre-approved by the administration. Students are encouraged to file a planned absence form with the attendance office at least one week before the anticipated absence. These planned absences are considered excused absences and students will be given the opportunity to make up tests and homework. These absences may count toward the 10-day limit.

10 Days Absence Rule

- Students will not exceed 10 absences per semester per class period. All excused and unexcused absences will count towards the "10 Absence Rule." After 10 absences (excused and/or unexcused) in any class period, credit will be lost for that class. If a student is passing the class, the student will receive a "NC" (grade of no credit) for the semester. If a student is failing the class, the student will receive a "NCF" (grade of F and no credit for the semester). Students who have lost credit in a class will remain in the class unless he/she becomes a disruption to the learning environment. A student may make up missed work when he/she has an excused absence. A student may not receive credit for work missed when he/she has an unexcused absence.
- Students who transfer or enroll after the beginning of the school year/semester will have the "10 Absence Rule" prorated. For example, a student who transfers/enrolls at the first mid-term grading period of each semester will be allotted seven absences before he/she will lose credit in a class.
- Students who are on a PE medical waiver must attend the study hall that they have been placed in.
- Non-attendance at the study hall will count towards the "10 Absence Rule" in their PE class.
- Students enrolled in PE who choose not to participate will receive an unexcused absence that will count toward the "10 Absence Rule" in PE. Parents will be notified of this each time it occurs through the automated calling system.
- A student who enrolls at DHS after the first mid-term grading period of each semester, who has not been in attendance at another school, will not receive credit.

Grouped Absences

Absences related to a student's personal illness can be grouped after the school receives the appropriate documentation from a licensed physician. For example, if a student accumulates two or more absences because of an illness and the appropriate documentation is sent to the attendance office, the absences will be grouped and count as one absence towards the 10-day absence rule.

Tardy Consequences:

- 2 tardies equals 1 unexcused absence
- 2 tardies - AISA assigned
- 4 tardies - Two AISAs assigned
- 6 tardies - In-school suspension assigned
- 8 tardies - In-school suspension
- 10 or more tardies - Progressive in-school or out-of-school suspension assigned. Students will lose credit for the class(es). Two tardies equals one unexcused absence. Tardiness to class disrupts the educational process. It is the expectation of staff and administration that students be in their classrooms on time and ready to participate when the bell rings. If a student misses half the class, it will be considered an unexcused absence. If a student accumulates tardies and unexcused absences in a single class period that totals more than 10 unexcused absences and is receiving a failing grade, the student will not receive credit in or receive an F for the semester. Parents will be contacted in one of the following ways: a phone call from a staff member, a phone message from the automated School Messenger system, or an automatic e-mail notification, provided the school has a current e-mail address for the parent. Students who are tardy at such a rapid rate as to make the initial interventions impractical may be referred directly to an administrator for disciplinary action. Administration will then evaluate each referral on its own merit and then make a decision as to removal from classes. Appeals may be directed to the Principal, either in person or in writing.

Absences After The 10 Days Absence Rule

Each absence after the 10 day rule will be recorded as unexcused. Students with unexcused absences will receive no credit for work assigned or completed on those specific days. Unless students produce official documentation of an appointment to the Assistant Principal/Dean on the day they return to school, (i.e., doctor/dental appointment card, court papers, etc) the absence will be marked unexcused.

Unexcused Absence and/or truancy procedure

An **unexcused absence** is an absence from school, with or without parent permission, which does not meet the criteria outlined in the above guidelines.

Examples include but are not limited to:

- skipping class
- oversleeping
- missing the bus
- babysitting
- work
- no ride to school, etc.
- A tardy to class becomes an unexcused absence if a student misses more than 50% of the class period (25 minutes).

Consequences for Unexcused Absences:

Class assignments and activities that are missed for unexcused absences cannot be made up for credit. This includes in-class assignments, homework, participation grades, laboratory activities, quizzes, tests or any other means by which students earn a grade in a class. Students are encouraged to do the missed work as it is an integral part of their learning experience; however, zeroes will be assigned for this work.

Chronic Infectious Diseases

Students diagnosed with chronic infectious diseases and receiving medical attention will be allowed to attend their regular classes to the extent that they are able to do so and pose no threat to the health or safety of themselves or others. For further procedural details, refer to Board Policy Manual.

Immunization: Exclusion and Exemption from School Attendance

Within one year prior to entering preschool, upon entering kindergarten or the first grade and upon entering the sixth and ninth grades, students shall present proof of having undergone a health examination by a physician licensed to practice medicine in all of its branches (MD or DO), advanced practice nurse (APNs) or physician assistants (PAs) who have a collaborative agreement with a physician, to conduct and sign a health examination. Transfer students entering the school district for the first time, regardless of grade, shall present such proof within thirty days of their enrollment. Students must also present proof of having received the immunizations against preventable communicable diseases as required by the rules and regulations of the Illinois Department of Public Health. If a student does not comply with the requirements of this policy, such student shall be excluded from school until proof of having received the required health examination and immunizations is presented to the district. All new students who are first time registrants shall have thirty (30) days following registration to comply with the health examination and immunization regulations. During a student's exclusion from school for noncompliance with this policy, the student's parents shall be considered in violation of section 26-1 of The School Code of Illinois and subject to any penalty imposed by section 26-10 of The School Code of Illinois. A student may be exempted from the requirements of this policy for religious or medical grounds. If a student's parents or legal guardian objects to the health examination and immunizations on religious grounds, then such parents or legal guardian must present to the Superintendent a signed statement of objection, detailing the grounds for such objection. If a student is exempted from immunizations on medical grounds, then the examining physician shall endorse such fact upon the health examination form.

Leaving the Campus

Prior parental notification is needed before a student signs out or is granted permission to leave school for any reason. Students with permission to leave campus must sign out in the Attendance Office. Upon returning to school, the student must report to the Attendance Office and sign in. Anyone leaving campus without prior approval from school authorities will be unexcused and may be subject to disciplinary action.

- **Medical Appointments:** Parents are asked to make doctor's appointments before or after school hours if at all possible.
- **Lunch:** Only juniors and senior students are allowed to leave campus at the beginning of their scheduled lunch period. They are to return for the start of their next scheduled class.
- **Illness:** Students who are ill should see the school nurse before leaving the school campus. Failure to do so will result in an unexcused absence and possible suspension.

For all absences:

Blackboard Connect will automatically notify a student's parent/guardian when the student is not in attendance at DHS.

Class Enrollment Policy

DeKalb High School offers the best educational opportunity available. Classroom attendance is a meaningful part of the total educational experience. If students choose not to attend classes, part of the educational experience is lost. Extensive attendance policies have been devised to cope with class cutting. When a student's non-attendance interferes with the educational experience in a particular class it may be necessary for the student to lose credit and/or receive an "F" in that class. The student may be assigned to a study hall if he/she interferes with the learning experience in that class. A student under the age of 17, who is unable to earn credit in five or more classes, may be referred to the Student Services Team (S.S.T.) for possible alternative educational placement. A student who is over 17 years of age, who is unable to earn credit in five or more classes, may be dropped from DHS, or referred to an alternative educational program.

Adding classes

Students may add a class during the 1st five days of the semester. Students may add a class during a period in which they are dropping a class or during a period in which they already have a study hall. Classes will only be added if there is space available in the class/period being requested.

Dropping classes

Students may drop a class during the 1st ten days of a semester and there will be no notation on the transcript. Students who drop a class after the 1st ten days of a semester, but before the end of the 1st or 3rd quarter will have a "W" for withdraw noted on their transcript. Students who drop a class after the end of the 1st or 3rd quarter will receive an F on their transcript for that course.

Schedule Changes

Changes will not be made for lunch periods or teacher preference. Schedule changes will only be made under the following circumstances:

- Students may drop an elective class for a study hall with parent permission/notification.
- Students may add a class during a period in which they have a study hall provided that there is an opening in the desired class during the study hall period.
- An error was made on the counselors' part.
- There is an irreconcilable conflict (e.g., concert band & French II are both offered during the same period and both were requested).
- The change is mandated by an IEP.
- The student wishes to change an AP course to a non-AP course, provided there is availability.

Truancy:

On-going issues with truancy (excessive excused or unexcused absences) will result in a referral to the Regional Office of Education's Truancy Program. This program provides home intervention and support and also interfaces with the juvenile justice system of DeKalb County.

General Disciplinary Information**Introduction****DISCIPLINE****IRS 122/24-24 Maintenance of Discipline**

"Teachers and other certified educational employees shall maintain discipline in the school, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in relationship of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians. Nothing in this section affects the power of the Board to establish rules with respect to discipline."

District Discipline Policy

In accordance with the responsibilities and aims of public education as established by the laws of the State of Illinois, including the School Code of Illinois, the Board of Education of Unit School District (DCUSD) 428 subscribes to the following discipline policy statement. It is the desire of the DCUSD Board of Education and the administration that each student conduct himself/herself properly so that disciplinary

action by staff, administrators and the Board of Education may be avoided. It is also our desire to provide a positive, constructive and safe school environment for all students. Therefore, proper student conduct and behavior is expected at school, on school buses and at all school-related activities. This disciplinary code is presented to help students and parents understand what kinds of behaviors are considered unacceptable. Discipline is first sought through the teacher-student relationship developed in the classroom. Early parental involvement is an important element of the disciplinary process. A concerted effort will be made to contact and work with parents prior to any serious disciplinary action. Parents will be notified regarding any suspension that takes place. Progressive discipline may need to be implemented for a student who is involved in repeated and/or more serious disciplinary offenses. Intervention efforts will be made to provide counsel to the student so that repeated offenses will not occur. Disciplinary consequences such as the following may need to be employed to achieve desired behavioral results:

- written warning
- behavior/attendance contract
- class removal
- lunch detention
- alternative in-school assignment (AISA)
- in-school suspension
- out-of-school suspension
- recommendation for expulsion
- alternative educational placement

Discipline of Students with Disabilities

Students with disabilities are subject to the same discipline code as are regular education student, except where offenses are found to be causally related to the handicapping condition.

Disciplinary procedures and measures shall be addressed and may be included in the student's Individual Education Plan (IEP) and discussed with the parent/guardian in that process. For offenses warranting expulsion, the IEP team will meet to determine if a causal relationship exists between the student's disabling condition and the alleged misconduct. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

DeKalb CUSD # 428 staff are committed to providing a learning environment for all students which will enhance their academic, social, and personal growth. The staff recognizes that some students with disabilities will require modified approaches to discipline and behavior. In instances when a student, due to the nature of his/her disability, requires a modified behavior plan utilizing behavioral interventions, both the plan and the specific interventions will be included in the student's Individual Education Plan (IEP). Staff members implementing such a modified plan will be provided with the necessary information and training to implement it.

District 428 will comply with provisions of the IDEA and Illinois School Code when disciplining students with Individual Education Plans and developing and implementing behavior plans. District 428 is committed to maintaining safety and supervision of all students. For that reason, it may become necessary for district staff to take steps to prevent a student physically hurting him/herself or someone else. The following parameters govern all staff interventions with students:

- The preferred interventions for a student engaging in a problem behavior will always be verbal, gestural, or through prompting replacement behavior rather than physical.
- Restraints will never be used for task refusal behavior or any other problem behavior that does not require interventions of last resort to prevent imminent physical harm to self or others.
- Law enforcement, SRO, or 911 will be called if the situation cannot be sufficiently de-escalated so that students are safe and/or there continues to be imminent danger after brief physical intervention.
- An emergency intervention report will be written and parent verbal or electronic notification will occur within 24 hours.

Demonstration and Strikes

DeKalb High School recognizes that the free exchange of ideas is a basic concept in an open democratic society. The pursuit of this exchange is encouraged. Students who wish to present opinions are encouraged to do so in an orderly manner that does not materially disrupt the education process. Faculty and administration are willing to meet with students to discuss issues. Demonstrations and strikes disrupt the educational process and, therefore, are prohibited. Students who engage in such demonstration and strikes are subject to disciplinary consequences as authorized in applicable sections of the Parent/Student Handbook (class cuts, insubordination). Students will be evaluated on their level of participation and dealt with as individually as possible.

Dissemination of Information

Age-appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) for students in all grades of the school operated or served by the District shall be made available to students and parents. Information concerning any available drug and alcohol counseling and rehabilitation and re-entry programs shall be made available to students and parents. Students and parents shall be notified at least each school year of the contents of this policy, and shall be given a copy of this policy at the commencement of each school year.

Drug-Free Schools and Communities Act

I. POLICY

The Board of Education finds and determines that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The unlawful possession, use or distribution of illicit drugs and alcohol, including anabolic steroids, by students on school premises or as part of any of its activities are hereby prohibited. Moreover, no student shall be under the influence of any substance specified herein on school premises or part of any of its activities.

Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

Penalties for Violation of Drug-Free Schools and Communities

Compliance with this policy is mandatory and is a condition of continued enrollment. Any student who violates this policy shall be subject to discipline up to and including expulsion and referral for prosecution. Alternatively, if deemed appropriate by the Board of Education, any student who violates this policy may be required to participate in and complete, to the satisfaction of the Board, an appropriate rehabilitation program.

Review (of Drug-Free Schools and Communities Act)

The Board of Education, its Superintendent or his/her designee shall conduct a biennial review of this policy to:

- determine its effectiveness and implement changes to this policy and program if necessary
- ensure that the sanctions required by this policy are consistently enforced

Legal reference: Drug-Free Schools and Communities Act of 1986. (47 U.S.C. Sec.3171, et seq.), as amended

Relations with Law Enforcement Authorities, Agencies, and Police Officials

It is the responsibility of the District to protect each student and to assure that the student's legal rights are not violated. However, protection of the student's rights shall be balanced with the district responsibility to cooperate with local police and agency officials in the investigation of unlawful activities. Inherent in the process of cooperation is recognition of the function of the school's respect for the civil and constitutional rights of students. Whenever an agency or police official requests to interview a student in school, the request shall be handled in the most judicious manner. Upon requests to interview by law enforcement and other authorized agencies, school administrators will make an effort to determine the necessity of removing a student from class. School administrators will make every attempt to contact parents/guardians and advise them.

Social Probation

If a student demonstrates that he/she cannot follow the rules of the school, the student may be suspended from attending/participating in extracurricular events (games, dances, field trips, etc.). Depending upon past behavior and the seriousness of the offense, the student may be prohibited from participating in extracurricular events for up to one school year.

Spectator Conduct

DeKalb High School is a member of the Northern Illinois Big 12 and the Illinois High School Association. As a member school in these organizations, we believe that good sportsmanship must be practiced at all interscholastic contests by our student and adult fans alike. Fans are asked to pledge their support to the following code of conduct as a condition of attendance at all extra-curricular events both at home and away:

1. I will support organized cheering and will not lead cheers or mock cheerleaders.
2. I will not participate in cheers which use obscene or vulgar words or which mention or imply topics which would tend to embarrass others in attendance or which would be disruptive to the normal conduct of the event.
3. I will not boo during the introduction of the opposing players or participate in cheers, which tend to taunt or intimidate opposing teams.
4. I will not participate in cheers or taunts designed to intimidate or bring disrespect upon game officials.
5. I will not sit in or near the opposing team's cheering section.
6. I will not engage in behavior that promotes disruption or invites or provokes the opposing team's spectators or student body.
7. I will leave the site of the activity, including the parking lot, within a reasonable amount of time after the activity is completed.
8. I will always conduct myself as a mature, responsible citizen during my stay at the site of the activity.
9. I will conform to all DeKalb High School rules applying to conduct on school property or off school property (i.e. DHS football games held at NIU, away games, etc.); including any IHSA sponsored activity.
10. I will not post derogatory signs, use artificial noisemakers, or participate in cheers that involve stamping of feet or knocking of bleachers.
11. Students who cannot abide by the above expectations may be denied the privilege of attending extra-curricular activities and may be subject to disciplinary action.

Disciplinary Offenses and Consequences

PLEASE READ AND FAMILIARIZE YOURSELF WITH THE DISCIPLINARY INFORMATION LISTED BELOW. THE FOLLOWING LISTED BEHAVIORS AND CONSEQUENCES ARE NOT CONSIDERED TO BE ALL INCLUSIVE:

Arson: Intentional setting of a fire, or helping to set a fire, or through direct negligent behavior which results in a fire. Any occurrence: Up to 10 days suspension, police referral, and restitution for damages or clean-up, possible recommendation for expulsion.

Assault and Battery: The threat of and/or the carrying out of an attack with force and/or violence. 1st occurrence: Up to 10 days suspension, police referral, and possible recommendation for expulsion.

Bomb Threat: Any occurrence: 10 days suspension, police referral, and possible recommendation for expulsion (including conspiring or aiding).

Bus Procedure: It is the practice of the bus driver that when a student violates a safety rule on the bus a referral is forwarded to DeKalb High School. The following procedure is to be used in dealing with frequent violators who receive referrals depending on seriousness.

1. First referral - conference with an Assistant Principal/Dean and a warning or other disciplinary action issued. Action may include removal, either temporary or permanent, depending on seriousness.
2. Second referral - the Assistant Principal/Dean determines if it is a safety violation or discipline referral or both. If a discipline referral is used; proper disciplinary action will be taken. Notification of parent that future referrals could mean removal from the bus. Action may include removal, either temporary or permanent, depending on seriousness.
3. Third referral - processed through the Assistant Principal. Action could include:
 - disciplinary action
 - parent conference
 - removal from the bus (temporary or permanent, depending on seriousness) to be determined by the Assistant Principal
4. Additional referrals: referral to the Assistant Principal who will take necessary action. This could include:
 - disciplinary action
 - parent conference
 - removal from the bus (temporary or permanent, depending on seriousness)

“For the safety of all students, please be advised that all school buses carry video surveillance equipment.”

Campus Violations:

- leaving campus without authorization
- being in unauthorized areas, such as locker rooms, etc.
- failure to follow automobile and parking guidelines
- being in the hallways, restrooms, or outside the building during class time without a pass from a staff member
- improper conduct in cafeteria
- snowball throwing
- conduct unbecoming of a young adult/high school student
- leaving garbage or trash in the building (including such items as pop cans, wrappers, food containers of any type)
- freshmen and sophomores leaving campus during lunch
- the riding of a skateboard on school property
- all students should be out of the building by 3:00 p.m. unless they are in a supervised activity with a staff member

1st Occurrence: Written Warning, Detention, AISA and/or suspension

Subsequent Occurrences: Parental conference/contact, progressive discipline to include possible suspension

Cell Phones/iPODS/Electronic Devices

Cellular telephone and personal media device usage shall be allowed only in the cafeteria during the student's lunch time and in the auditorium during the student's lunch/study hall period. However, it is a privilege and these privileges can be revoked if the teacher/administration deems it necessary. In any other areas and not during the student's lunch or lunch-study hall, cell phones and other electronic devices (CD players, iPods, or laser pointers, cameras, etc.) may not be used, turned on, or displayed between the hours

of 7:45 a.m. and 2:45 p.m., including after school disciplinary actions, OR during student attendance hours on days with shortened schedules.

1st Occurrence: student receives a warning

2nd Occurrence: student receives an AISA detention

3rd Occurrence: student receives in-school suspension

4th Occurrence and any after: student receives out-of-school suspension, student is told that he/she is not allowed to bring any electronic devices to school for the remainder of the year

Cheating and Plagiarism:

Cheating and plagiarism are examples of academic misconduct which will result in severe consequences for DHS students. Cheating includes, but is not limited to, copying on tests, quizzes, or homework, using crib notes on tests, quizzes, etc. Plagiarism, whether intentional or unintentional, involves failure to give credit for quotations, facts, and ideas gathered from outside sources. Claiming authorship of another person's work, as well as turning in a paper taken, in whole or in part, from an online source are clearly intentional acts, and, as such, are the most serious forms of plagiarism. All incidents of plagiarism and cheating shall be reported to the Assistant Principals' Office as a written discipline referral.

Depending upon the seriousness of the offense, the following consequences may occur:

- warning
- zero for assignment
- failure of course
- drop from course with a failing grade
- if applicable, possible dismissal hearing in front of the National Honor Council
- disciplinary consequences and/ or possible recommendation for expulsion.

Subsequent occurrences may lead to more severe consequences. A review may be granted upon request.

Class Disruption:

Acceptable behavior is expected of all students while in school and at all school-sponsored activities. A student's conduct is a personal matter of self-discipline that demonstrates respect for authority and concern for the rights of others. All students have the freedom and encouragement to express their individuality as long as it does not infringe upon the rights of others. For those students who decide to interfere with, or disrupt, the educational process appropriate corrective measures must be taken. Disruptions of educational programs caused by inappropriate behavior will not be tolerated.

Computer Violations:

A student who vandalizes or otherwise deliberately damages or changes any of the hardware or software in a computer area will be held responsible with his/her parents to pay for the repair or replacement cost of the damaged equipment. Students who tamper with or try to gain access to computer data to which he/she has no right, such as teachers' files, network files, inappropriate internet sites, or confidential information may be denied access to all school computers. Students who damage, destroy, or copy another student's data may be denied access to all computers. A student's loss of computer access could result in the failure of a course in which he/she is enrolled. Also, students who copy other student's data will be treated as having cheated and denied credit. Prior to the above consequences, the teacher may assign detentions or complete disciplinary referrals. Violations of the computer rules may result in consequences ranging from a warning or detention, to suspension or expulsion. The severity of the violation will determine the level of disciplinary consequences/actions that the student will receive.

Violation of Closed Campus

Students are not allowed to leave the building unless they are doing so with their class supervised by a teacher. Students must remain on campus unless they receive permission of school officials to leave.

Violators of this rule will be dealt in the following manner:

1st Occurrence: AISA.

2nd Occurrence: ISS

3rd Occurrence: ISS and loss of parking privileges on DHS school grounds (no refund for permit)

4th and Subsequent Offenses: Out of School Suspension

Defacing/Destroying/Unauthorized Use/Misuse of School or Personal Property Vandalism (I.E., Lockers, Bathrooms, Personal Locks):

1st Occurrence: Range of punishment from a written warning up to 10 day suspension based upon the severity of the offense, restitution based upon cost of labor and materials, possible police referral, possible expulsion recommendation

Subsequent Occurrences: up to 10 day suspension with possible expulsion recommendation, complete restitution, police referral

Drug/Alcohol Procedure: Alternative to Suspension Program Option:

It is illegal in Illinois for anyone under the age of 21 to be in possession, consume, and/or under the influence of drug/alcohol (defined by observable behaviors, physical appearance/symptoms, noticeable indicators i.e. odor of alcohol present on breath, etc.). It is also illegal for anyone to possess, sell, manufacture, or use drugs or look-alike drugs. Violators of these laws on school property, on school buses, or at any school related activities will be dealt with in the following manner:

1st Occurrence: Option A: 10 days out-of-school suspension, parent/guardian conference and possible referral to local law enforcement agency OR
Option B: .10 days out-of-school suspension, possible referral to local law enforcement agency, parent/guardian conference. At this time, both student and parent(s)/guardian(s) will be given the opportunity to consent and complete a drug/alcohol evaluation/alcohol program at the parent's expense. The student will also: 1) follow the prescribed course of treatment as outlined in the evaluation, 2) sign, along with his/her parent/guardian, the necessary release of information forms to allow communication between the treatment agency and the school district, 3) serve a minimum of 5 days out-of-school suspension. After serving the minimum 5 days out-of-school suspension, the 10 days suspension will be interrupted upon notification from a licensed community service drug/alcohol program that arrangements have been made for evaluation or treatment. The student will then be allowed to attend classes during his or her evaluation or treatment. Note: If at any time the student chooses not to follow the prescribed evaluation or recommendation of the licensed agency, the remainder of the 10 days out-of-school suspension will be implemented immediately.

2nd Occurrence: Referral to local law enforcement agency, immediate 10 days out-of-school suspension, parent conference, possible recommendation for expulsion from school, referral to a licensed community service drug/alcohol evaluation/screening and completion of prescribed treatment program for reinstatement at parent's expense. The completion of the prescribed treatment will certainly be considered by the Board of Education in the appeal process.

FLEX Period Attendance

Student attendance to the assigned FLEX session is compulsory. Students who decide to skip their assigned FLEX period will be assigned a lunch detention for the next school day.

Possession of Drug Related Paraphernalia:

Options A or B as outlined in the previous section for first occurrence. Second occurrence as outlined above.

Possession of Drugs with the Intent to Deliver:

The possession, with the intent to deliver, of controlled or illegal substances and look-alike drugs, marijuana, or alcohol, or tobacco:

1st Occurrence: Referral to local law enforcement agency, immediate 10 days out-of-school suspension, parent conference, and recommendation for expulsion from school and referral to a licensed community service drug/alcohol program. Note: Parent/student may petition the Board of Education upon submitting written evidence of completion of appropriate drug/alcohol evaluation/screening and completion of prescribed treatment program, at parent's expense, for reinstatement. The completion of the prescribed treatment will certainly be considered by the Board of Education in the appeal process.

Sale of, Supplying, or Distributing:

Controlled or illegal substances and look-alike drugs, marijuana, or alcohol, or tobacco to another student or to anyone on school property, school buses, or school related activities:

1st Occurrence: Referral to local law enforcement agency, immediate 10 days out-of-school suspension, parent conference, and recommendation for expulsion from school and referral to a licensed community service drug/alcohol program. Note: Parent/student may petition the Board of Education upon submitting written evidence of completion of appropriate drug/alcohol evaluation/screening and completion of prescribed treatment program, at parent's expense, for reinstatement. The completion of the prescribed treatment will certainly be considered by the Board of Education in the appeal process.

Extortion:

Obtaining money, personal property or information by coercion or intimidation:

1st Occurrence: warning, detention, up to 10 days suspension; parent/guardian contact/conference; expulsion warning; and police referral (depending upon seriousness)

Subsequent Occurrences: up to 10 days suspension; parent/guardian conference; expulsion warning; possible expulsion recommendation and police referral (depending upon seriousness)

Failure to Report: Students that fail to report to the Assistant Principals' office, when given a pass, will receive an in-school suspension added on to whatever consequence they were going to receive.

False Fire/Emergency Alarms (Including Conspiring or Aiding):

Any Occurrence: 10 days suspension, possible recommendation for expulsion and police referral

Fighting:

Students who engage in fighting during the school day, on or off school grounds, will be subject to the following:

1st Occurrence: The student who is clearly the aggressor or provoker (including verbal provocation) may be suspended for up to ten days, and/or possible police referral, possible recommendation for expulsion, depending on the seriousness. The non-aggressor or non-provoker that engages in a fight may receive up to three days in-school suspension or up to three days of out-of-school suspension depending on the circumstances. When the aggressor CANNOT be determined, each participant may receive up to a three-day suspension

Subsequent Occurrences: Regardless of the aggressor, a student participating in repeated fighting incidents may be suspended for up to 10 days, recommended for possible expulsion, police referral.

Forgery:

Incidents in which a student falsifies the name of another individual by placing that name on a document or intentionally verbally misrepresenting instructions from a staff member (e.g., telling a teacher that a student is wanted in the office). Examples include, but are not limited to notes presented on verification of absence, hall passes, and notes represented to have come from a teacher or parent.

1st Occurrence: Three days of AISAs or up to three days of in-school suspension, parent contact

Subsequent Occurrences: Up to 10 days suspension, parent contact

Gambling:

The use of dice, cards or other gambling paraphernalia for the purpose of exchanging money, services or goods and/or maintaining of point tables for later exchange of money, services or goods are prohibited. Gambling paraphernalia will be confiscated and the following disciplinary consequences will apply:

1st Occurrence: Up to three days of AISAs, up to three days of in-school suspension and parent contact

Subsequent Occurrences: Up to 10 days of out-of-school suspension, police referral, and/or possible recommendation for expulsion

Gang Procedure:

It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (Ill. Rev. Stat., ch 122, par. 31-1 through 31-4) provides that "any public school fraternity, sorority, or secret society is inimical to the public good." This Board of Education is aware that gang and gang related activities can cause substantial disruption of or material interference with school and school related activities. A "gang" as used in this policy is any group of two or more persons whose purposes include the commission of illegal acts. Therefore, the possession, display, or use of signs, symbols, colors, or slogans of gangs or public school fraternities, sororities, or secret societies is prohibited on school premises or at school sponsored events. Any group/symbol/action that is deemed inappropriate, offensive and/or disruptive to the educational process by the school administration will not be tolerated. This includes, but is not limited to, signs, slogans, attire, etc. In the case of symbols, emblems, or tattoos, the student will be asked to remove/cover the unauthorized symbol, emblem or tattoo from the person or personal belongings. A student who wears a particular color combination of clothing/jewelry worn in a manner known to represent a gang, for the intent of displaying gang membership, or a specific combination of colors that is so closely associated with gang membership is not tolerated at DeKalb High School. Such symbols representing these groups cause confrontations and disruptions to the educational atmosphere of the school setting. Since it is impractical to list each item, determination will rest with the Administration as to relatedness to gang or other prohibited organizations.

1st Occurrence: Up to 10 days out-of-school suspension depending upon seriousness, police referral, parent conference and possible recommendation for expulsion

Subsequent Occurrences: 10 days out-of-school suspension, police referral, parent conference and possible recommendation for expulsion.

Hazing/Bullying:

Any students who feel that they have, voluntarily or involuntarily, been involved in hazing/bullying should report such conduct immediately to any district teacher, administrator, or staff member. These reports will be investigated with utmost urgency. No retaliation will be taken against a student for making a report of hazing/bullying. All efforts will be made to respect the confidentiality of the student making the report.

Penalties for the first occurrence and subsequent occurrences: Warning; up to 10 days out-of-school suspension; parent contact/conference; expulsion warning; possible expulsion recommendation; and/or police referral. If the hazing/bullying incident is determined to be assault; a 10 days suspension will result.

Insubordination to Staff/Administration – Level I:

A student, while at school, on school buses, or at any school-sponsored activity, shall not defy or refuse to obey reasonable instructions/requests by a school employee, bus driver, or other school personnel. Failure to do so will be construed as insubordination.

Examples include BUT ARE NOT LIMITED TO:

- refusal to identify self
- refusal to follow a directive
- disruption to the educational process
- profanity to staff
- falsifying information
- disrespect
- multiple disciplinary referrals
- threat/intimidation to staff member
- other

1st Occurrence and Subsequent Occurrences (depending upon seriousness): One or more of the following and parental contact:

- warning/parental contact
- AISA or in-school suspension
- out-of-school suspension
- expulsion recommendation

Insubordination – Level II:

Verbal abuse/profanity/vulgarity to staff member will be:

First occurrence: at least 3 days out-of-school suspension; parent conference

Second occurrence: at least 5 days out-of-school suspension; parent conference

Third occurrence: 10 days out-of-school suspension, probable recommendation for expulsion, parent conference

Internet Computer Use:

Policy as approved by Board of Education (See Appendix A)

Lockers:

Sharing lockers or using a locker other than that assigned is an example of insubordination and will be treated as such.

Loitering

Loitering is not permitted on school or adjacent public property before, during, or after school hours.

Parking Consequences:

1st Occurrence: warning sticker placed on vehicle window

2nd Occurrence: warning sticker placed on vehicle window and an AISA

3rd Occurrence: Denver Boot will be attached (see “Parking” in Part I for more information) or the vehicle will be towed at owner’s expense

4th Occurrence: loss of parking privileges on DHS school grounds (no refund for permit)

Please note:

- Continued parking violations may also result in disciplinary action for insubordination.
- Unauthorized vehicles may be towed at owner’s expense. Also, violators may be reported for trespassing to the DeKalb Police Department.

Denver Boot—

The Denver Boot is in use. According to school policies and agreements, *all* students who drive to DeKalb High School must purchase and display a current parking permit. All must enter and exit via the main central (bell) doors. All must park in the student lot on the northwest side of the school.

Students may not park:

- in Visitor spaces
- in Faculty/ staff parking area

Please note: Our goal is to have students comply with the rules. Those choosing not to cooperate will face the consequences. Their vehicle may be subject to having the “Denver Boot” attached, either for “NO PERMIT” visible, any other parking infraction, for failure to cooperate with school rules, or for any other school disciplinary infractions. NOTICE IS HEREBY GIVEN: If the “Denver Boot” is attached to your vehicle, **DO NOT MOVE YOUR VEHICLE! DAMAGE WILL OCCUR!** This warning will be placed under your windshield wiper. It continues to read: “Your vehicle has been “booted” because no permit has been displayed, or for another violation. You may not remove the Boot yourself. Report to the Attendance Office and pay for your permit, (if that is the reason). Then see “Security” for removal of the ‘boot’. If you pay after 3:00 p.m., it is possible that the ‘Boot’ will not be removed until the next business day. Failure to purchase the permit or correct the violation within two (2) business days may result in the towing of said vehicle. The owner of said vehicle assumes all the costs for towing and storage fees. Again, failure to cooperate with school rules and /or if normal school discipline procedures have not worked to get the student to be responsible, then students become eligible for the “Denver Boot.” We must work together for the safety of all. If you have any questions, please call the Assistant Principals’ office.

Physical Attack/Assault on Any Staff Member:

Any Occurrence: 10 days suspension, possible recommendation for expulsion, police referral.

Possession of Stolen Articles (Depending Upon Circumstances/Seriousness):

1st Occurrence: AISA: in-school suspension, up to 10 days out-of-school suspension; restitution; possible expulsion recommendation; possible police referral; and parent/guardian contact.

Subsequent Occurrences: Up to 10 days suspension; complete restitution; possible expulsion recommendation; possible police referral; and parent/guardian contact.

Public Display of Affection:

Public displays of affection are not appropriate in the school setting. Consistent with our goal of preparing students for continuing education or future employment, public displays of affection are not allowed in DeKalb High School

1st Occurrence: warning

2nd Occurrences: parent contact, progressive disciplinary action

Racial, Ethnic, Sexual Slurs:

Comments which demean, or are generally considered to be offensive/derogatory to a particular sex, ethnic, or cultural group can lead to disruptions in the school setting. Comments either written or spoken of this nature will not be tolerated and the following consequences will apply:

1st Occurrence: a warning and counseling, parent/guardian contact, use of AISA, in-school suspension, or possible out-of-school suspension, depending upon circumstances, peer mediation

Subsequent Occurrences: up to 10 days out-of-school suspension and possible recommendation for expulsion

Safety Violations (Depending Upon Seriousness):

Any Occurrence: detention-suspension; parent contact, possible expulsion recommendation - depending on severity

Sexual Harassment:

Any Occurrences: warning; up to 10 days out-of-school suspension; parent contact/conference; expulsion warning; possible expulsion recommendation; and/or police referral.

Theft/Conspiring to Steal:

1st Occurrence: up to 10 days suspension; complete restitution; possible expulsion recommendation, and police referral

Subsequent Occurrences: 10 days suspension and possible expulsion recommendation, police referral

Threat, Intimidation, Profanity or Harassment:

warning, detention, up to 10 days suspension; parent/guardian contact/conference; expulsion warning; possible expulsion recommendation and police referral (depending upon seriousness), peer mediation.

Tobacco Policy:

It is illegal in Illinois for anyone under 18 to be in possession of tobacco. It is also illegal for anyone to possess, sell, manufacture, or use tobacco products on school grounds. Violators of these laws on school property (or within 1000 feet of school property), on school buses, or at any school related activities will be dealt with in the following manner: Possession, consumption and/or use (noticeable indicators i.e. odor of tobacco present on breath, etc.)

Any Occurrences: up to five days out-of-school suspension, parent conference, potential police referral, and any other progressive disciplinary action with subsequent occurrences

Verbal Confrontation:

1st Occurrence: student/parent conference; warning; AISA or up to 10 days out-of-school suspension, depending upon seriousness

Subsequent Occurrences: up to 10 days out-of-school suspension with possible expulsion recommendation; parent/guardian contact

Weapons Look-A-Like Weapons in School

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

GLOSSARY OF TERMS

AM Detentions:

AM detentions are assigned for Wednesdays from 7:45 AM to 8:45 AM by the administration. Students must be given a full day's notice in order to make transportation arrangements. Failure to report for a detention will result in a referral to the office for additional disciplinary action.

Alternative In-School Assignment (AISA):

Assignment to a highly structured, self-contained classroom is referred to as an Alternative In-School Assignment. The purpose of the Alternative In-School program is to keep the student in school, to provide a structured educational environment, and to provide supervision for students who have not followed school attendance and/or disciplinary guidelines. **AISA:** Held Mondays-Thursdays from 3:00 p.m. until 4:15 p.m. Failure to attend will result in an in-school suspension (see SUSPENSIONS: IN-SCHOOL). **STUDENTS ASSIGNED AN AISA ARE RESPONSIBLE FOR THEIR OWN TRANSPORTATION HOME.**

Automobile Searches:

When school officials have "reasonable suspicion" to believe that a student is concealing materials that are illegal for students to possess or in violation of school rules, a search of an automobile may be conducted. The test is that both the circumstances and the scope must be reasonable. By entering the parking lot/school property and school functions (i.e., football games, dances, etc.), the person driving any vehicle is deemed to consent to complete search of the vehicle, all its compartments and contents, by school officials or law enforcement personnel, for any reason whatsoever. This notice applies to all vehicles of any type and is in force 24 hours a day.

Bus Procedure:

All students must have DeKalb High School ID and be on Driver's list to ride bus.

Class Cuts:

The cutting of a specific class (e.g., 8th hour Algebra).

Compulsory Attendance:

Illinois Revised Statutes (IRS). 122/26-1 Compulsory School Age-Exemptions “Whoever has custody or control of any child between the ages of 7 and 17 years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term, except as provided in Section 10-19.1: provided, that the following children shall not be required to attend the public schools:

1. Any child attending a private or parochial school where children are taught the branches of education taught to children of corresponding age and grade in the public schools, and where the instruction of the child in the branches of education is in the English language.
2. Any child who is physically or mentally unable to attend school, such disability being certified to the county or district truant officer by a competent physician; or who is excused for temporary absence for cause by the principal or teacher of the school which the child attends;
3. Any child necessarily and lawfully employed according to the provisions of the law regulating child labor may be excused from attendance at school by the county superintendent of schools or the superintendent of the public school which the child should be attending, on certification of the facts by and the recommendation of the school board of the public school district in which the child resides. In districts having part-time continuation schools, children so excused shall attend such schools at least 8 hours each week;
4. Any child over 12 and less than 14 years of age while in confirmation classes.” (Amended by Laws 1967, 9.2928, eff Aug. 11,1967.)

Corporal Punishment Is Not Used at D.H.S.

However, faculty and staff may use reasonable force, as needed, to maintain safety for the other students and themselves.

Discipline of Students for Out-of-School Misconduct:

Schools have the authority to discipline for behaviors beyond the school grounds when the off-grounds behavior of a student has a direct and immediate effect on school discipline or on the general safety and welfare of students and staff.

Discipline Referrals:

These referrals are the last means by which a classroom instructor or staff member may deal with a disruptive or unlawful student. The referral gives a description of the behavior as observed by the faculty or staff member and the disposition chosen by the administrator. Examples of reasons for referrals include but are not limited to:

1. any disruption of class or educational setting
2. being in halls without a pass, other misuse of hall pass
3. failure to report to office when directed by teacher or staff
4. leaving a class without permission

Due Process:

Students who are referred for disciplinary action will be given the opportunity to present their view of what happened. Students/Parent/Guardian, who wish to appeal disciplinary action taken by a teacher or Assistant Principal/Dean, may discuss the matter with the Principal. Disciplinary action taken by the Principal may be appealed to the District Hearing Officer.

Expulsion:

(Board of Education Policy 715.05)

Expulsion means removal from school by the Board of Education. The student is not permitted on school grounds or at school sponsored activities. The student loses credit for the semester/year’s class work. If a student is guilty of gross disobedience or misconduct, he/she can be expelled from school. Expulsion can only take place after parents have been requested to appear at a meeting conducted by the Board of Education’s hearing officer to discuss their child’s behavior. The right of anonymity of student witnesses will be adhered to during expulsion hearings.

Lunch Detention:

Students assigned to the lunch detention program will be escorted to the lunch line by a staff member and will be able to eat their lunch in a highly structured, self-contained environment. The purpose of the lunch detention program is to keep the student in school, to provide a structured educational environment, and to provide supervision for students who have not followed school attendance and/or disciplinary guidelines.

Progressive Discipline:

Disciplinary consequences, which are based upon an accumulation of previous disciplinary offenses leading to a more severe penalty than if a single incident.

Rescheduling of Discipline Assignments:

No detention, AISA or in-school suspension rescheduling will be done without prior administrative approval. Administration will only consider those requests written by a parent before the day of assignment. The same criteria will be used to evaluate requests as is used to determine excused and unexcused absences. Lack of transportation is not considered a valid reason for rescheduling. Students are given choices and consideration is given to individual extenuating circumstances (e.g., work schedules, athletic contests (but not practices) and community service) in rescheduling an alternative date for disciplinary assignments. It is assumed that students will make appropriate arrangements for transportation from school for the rescheduled disciplinary session.

School Resource Offices:

A police officer designated by the employing law enforcement agency to serve as the primary conduit for interaction between the law enforcement agency and one or more of the schools of the District. A police officer, whose regular duties involve assignment to the premises of one or more schools in the District, under agreement with the City of DeKalb law enforcement agency(s).

Search And Seizures (Property):

School property, including but not limited to desks and lockers, is owned and controlled by the District and the District may make reasonable regulations regarding its use. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) as a means of protecting the health, safety or welfare of the District, its employees and students, without notice to or consent of the student and without a search warrant. In all other cases, school authorities may search such school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the District's rules.

Search and Seizures:

Students are hereby notified that if reasonable suspicion exists (including but not limited to odor or behavior) to believe that a student is under the influence of alcohol, a breathalyzer test may be administered by a member of the District's administration and/or a District's School Resource Officer. This will include all school-related events/activities during the day and evening, on and off campus. Refusal to submit to a breathalyzer test may result in a 10 day in school/out-of-school suspension and a possible recommendation for expulsion.

Seizures of Property:

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating, either the law or the District's rules, such evidence may be seized and impounded by the school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Sexual Harassment:

Sexual harassment of student by teachers, administrators, other District employees, or other persons on school premises, buses or at sanctioned school activities will not be allowed. These activities can include unwelcome sexual advances or requests for sexual favors, frequent, uninvited, sexually oriented verbal kidding or demeaning sexual innuendoes, unwelcome touching, such as patting, pinching or intentional brushing against another's body, or expressing humor or telling jokes about sex or gender specific traits. Furthermore, any student who feels that he she or another student has been sexually harassed by another student should report such conduct immediately to any District teacher, administrator, or staff member. These reports will be investigated with utmost urgency. No retaliation will be taken against a student for making a report regarding sexual harassment. All efforts will be made to respect the confidentiality of the student making the report. Penalties for the first occurrence and subsequent occurrences:

- warning; up to 10 days out-of-school suspension
- suspension; parent contact/conference; possible expulsion recommendation; and/or police referral

Students And Their Personal Effects:

School authorities (certified employees and school administrators) may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable

grounds for suspecting that search will produce evidence the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by specific suspicion with respect to the individual to be searched. The search itself must be conducted in a manner that is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When feasible, the search will be conducted as follows:

- outside the view of others (including students)
- in the presence of school administrators or an adult witness (a minimum of two adult certified staff must be present during any search.)

Suspension – In-School (Alternative Learning Environment):

Students who are tardy or disruptive may be removed and suspended in school for up to ten (10) days. Students are expected to work on assignments. Bathroom breaks are scheduled. **Students who are late or do not follow the rules of in-school suspension may be removed and receive up to 10 days of out-of-school suspension (this suspension will count towards the 10 days Absence Rule).** Supervision is provided, and students are expected to bring assignments with them. A quiet study/educational atmosphere is expected.

Suspension - Out-Of-School:

The Illinois School Code allows a school official to suspend a student for gross disobedience or misconduct for a period not to exceed 10 days. The student must remain away from all school district property and activities during the period of the suspension. Parents are notified of a suspension and the reason(s) for the suspension. The student has the right to explain his actions to the suspending officer prior to the suspension. Appeals may be directed to the Principal in writing. The student will remain out of school until the appeal process is completed or the suspension is fulfilled. If parents wish to have a further review made, they can appeal to the District Hearing Officer and ultimately the Board of Education. Students who are suspended are responsible for requesting and making up the homework missed while on suspension. A parent/ guardian may pick up homework during suspension in the Assistant Principals' Office. The amount of time given to make up homework is equal to the amount of days suspended out-of-school. If, after that time, the work is not made up, zeros are to be assigned. If students are aware of projects/due dates prior to suspension, students are expected to turn work in on due date. When a student is suspended out-of-school, the parent/guardian must attend a conference (with Counselor and possibly Teachers) before the student may return to school. Public Law 87-1240: Creates the School Visitation Rights Act. Permits employees who are parents or guardians of school children, up to 8 hours of school visitation rights throughout the normal school year, establishes procedures for compensation, or the recompense of time. Requires schools to verify such visitations to employers. Establishes rights of employees and employers. Effective July 1, 1993.

Truancy:

IRS 122.2.3.41 Chronic Truants and Truancy Prevention

“The State Board of Education is empowered to enter into contracts with public or private agencies for the provision of educational service to chronic truants and for the prevention of truancy provided an appropriation is made specifically for such purpose.” (Added by P.A. 80-686, eff. Oct 2, 1977.) State School Code 26-2a. “26-2a. a ‘truant’ is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.” “Valid cause” for absence shall be illness, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the Board of Education in each district, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student. “Chronic or habitual truant” shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 out of the last 180 school days. (Amended by P.A. 82-313, 1, eff. Jan 1, 1982.)

**THIS HANDBOOK IS MEANT AS A GUIDELINE FOR STUDENTS AND PARENTS;
HOWEVER, NOT EVERY CIRCUMSTANCE CAN BE ANTICIPATED.**

Appendix A

DEKALB C.U.S.D #428 Acceptable Use Policies Manual

THE DISTRICT Acceptable Use Policy

I. PURPOSE

This policy, also referred to as the "Acceptable Use for Electronic Network Related Technologies and Access Policy" ("AUP") sets forth the standards and protocol governing the District's use of Electronic Network Related Technologies and Access system. This policy also sets forth the rules under which authorized users may continue their access to and use of these resources. This policy promotes the ethical, legal, and school-related use of the District Network and ensures the District's compliance with the Children's Internet Protection Act. Personal electronic devices will be governed under this policy when such devices are attached to the District network. Authorized use of information resources must be consistent with the educational purposes for which these resources have been provided. Use of the District Network is a privilege, it is not a right that is provided to help authorized users complete and deliver educational obligations. The District Network provides authorized users with the means for communicating effectively with schools, teachers, administrators, the public, other government entities, and educational experts. These resources should be used in a manner that both enhances students' educational experiences and complies with this policy and the regulations established from time to time by the District Board of Education ("Board"). The District students, through their use of the District Network, will gain skills and expertise that prepare them for an increasingly technology-oriented society. Parents who do not wish to allow their child(ren) to have the District Network access must indicate so in writing and schedule an appointment to meet with the Assistant Superintendent of Curriculum and Instruction.

II. DEFINITIONS

The District Electronic Network Related Technologies and Access. ("The District Network") is the system of computers, peripherals, terminals, servers, databases, routers, hubs, switches and distance learning equipment connected to the District Network. These components may function in conjunction with established hardware or wireless LAN running over outside lines, including, but not limited to T-1, BRI, PRI, VPN, Dialup, Fiber, Distance Learning Equipment, owned or leased by the District.

Cyber stalking is knowingly harassing another person or persons through the use of electronic communication.

Damage means any impairment to the integrity or availability of data, a program, a system, or information.

Distance Learning Equipment is a means for providing meetings, educational or professional courseware and workshops utilizing video and/or audio conferencing equipment, and/or media management systems to distribute video to individual classrooms and offices in schools.

Electronic Mail (e-mail) consists of all electronically transmitted information including any combinations of text, graphics, audio, pictorial, or other information created on or received by a computer application system and includes the transmission data, message text, and all attachments.

Electronic Social Networking includes the use of any electronic form of communication including but not limited to chat rooms, email, forums, article forwarding, instant messaging, text messaging, blogs, message boards, document forwarding from home, libraries, or other outside sources and other uses of electronic communication for non-educational purposes.

Hacking is any illegal or unlawful entry into an electronic system to gain secret unauthorized information.

Harass means to engage in a knowing and willful course of conduct directed at a specific person or persons that alarms, torments, or terrorizes that person or persons.

Loss means any reasonable cost to any victim, including the cost of responding to an offense, conducting a damage assessment, and restoring the data, program, system, or information to its condition prior to the offense, and any revenue lost, cost incurred, or other consequential damages incurred because of interruption of service.

Internet means a collection of worldwide networks and organizations that contain millions of pages of information.

Other Electronic Devices include, but are not limited to, cellular telecommunication devices such as cellular phones, pagers, I-pods, laser pointers, text communication pagers, two-way text pagers, and personal digital assistants that may or may not be physically connected to the network infrastructure.

Password is a secret word or series of letters, numbers and/or other characters that must be used to gain access to a network, a service or the Internet, and/or to modify certain software (such as parental controls).

Authorized User is anyone who has signed the current network acceptable use policy and has had it accepted by the District school district superintendent or his/her designee. A **Student Authorized User** refers to a student in the District.

Unauthorized access entails approaching, trespassing within, communicating with, storing data in, retrieving data from, or otherwise intercepting and/or changing computer resources without authorization.

Website is a page and/or a collection of "pages" or files on a network that are linked together

III. GENERAL PROVISIONS

AUTHORIZED USERS

All authorized users shall adhere to the provisions of this policy as a condition for continued use of the District Network. It is a general policy of the District to promote the use of technology in a manner that is responsible, legal and appropriate.

DISCLAIMER

Pursuant to the Children's Internet Protection Act, the District uses filtering software to screen Internet sites for offensive material. Users are cautioned that many internet sites contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personals /Dating; Lingerie/Swimsuit; Racism/Hate; Vulgar; and Illegal/Questionable. In general it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Authorized users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the Board, its members, employees, officers, servants, assigns, administrators and volunteers shall not be liable. To minimize these risks, use of the District Network is governed by this policy. Notwithstanding that some specific examples are provided, these provisions and procedures to not attempt to state all required or proscribed behaviors by authorized users.

IV. TERMS AND CONDITIONS FOR STUDENT USE OF THE DISTRICT NETWORK

A. ACCEPTABLE USES

The District authorized users may use the various resources provided by the District Network to pursue educationally-related activities. Teachers and other staff should help guide students in their use of the District Network so that students will learn how network resources can provide valuable educational information. In addition to using the District Network strictly for educational pursuits, authorized users will be expected to follow generally accepted **Rules of Network Etiquette**. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Keep personal information, including the logins, passwords, addresses, and telephone numbers of students or colleagues confidential.
4. Use these resources so as not to disrupt service to other authorized users. Do not upload post, e-mail, transmit, or otherwise make available any content that is unlawful, dangerous or may cause a security risk. Respect limited network resources by removing unused files and keeping files organized.

B. UNACCEPTABLE USES

Improper use of the District Network is prohibited. The failure of any student or staff member to follow the terms and conditions of this policy will result in the loss of privileges, disciplinary action and/or appropriate legal action. Actions that constitute unacceptable uses of the District Network and are not specifically addressed elsewhere in this policy or in the student handbook include, but are not limited to:

1. Use of the District Network for, or in support of, any illegal and/or unlawful purposes.
2. use of the District Network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. Other authorized users should report incidences to the technology department. This will protect the user against allegations of intentionally violating this policy.
3. Use of the District Network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" (cyber-stalking) another individual.
4. Non-educational uses of the District Network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying.
5. Student use of network tools for personal rather than educational purposes.
6. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.
7. Plagiarizing any information gained on or through use of the District Network or any other network access provider.
8. Use of copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws.
9. Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores.
10. Use of the District Network for financial gain or for the transaction of any business or commercial activities.
11. Use of the District Network in a way that such use results in damage to the network.
12. Any form of unauthorized access, as stated above or otherwise.

13. Student Authorized Users may be given the opportunity to use the District provided e-mail accounts. If a Student Authorized User is given an e-mail account, the student must use the e-mail account appropriately. (See Section VI, "Use of Electronic Mail".)
14. Using the network while access privileges are suspended or revoked.

C. SECURITY

All student authorized users are to report immediately any violations of this policy to their teacher or school principal. Teacher or school principal will report such violations Technology Director or designee of the DISTRICT Public Schools in order to ensure network security. In order to maintain the security of the District System, authorized users are prohibited from engaging in the following actions:

1. Use of any unauthorized personal equipment attached, connected, and/or installed to district network.
2. Intentionally disrupting the use of the District Network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.
3. Disclosing the contents or existence of the District computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems.
4. Downloading and/or installing and/or using unauthorized software, games, programs, files, electronic media, and/or stand-alone applications.
5. Network security is a high priority. If you can identify a security
6. problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

V. ONLINE ACTIVITIES

1. Educational Purposes
2. Authorized users may create web pages as a part of a class activity. Material presented on a class website must meet the educational objectives of the class activity. The District has the right to exercise control over the contents and/or style of the web pages. Only those students whose parent(s) or guardian(s) have completed the Consent Form and Photo Release may post their work or picture on student or school websites. Students whose work is presented on the District website may be identified by first name only; likeness (as captured by photograph, video or other media) or voices presented on the District website shall not be identified name for confidentiality and safety purposes.
3. Website Development
4. Teachers designing classroom related web pages should go to the website editor for the directions and procedures they need to follow in developing their websites.
5. Electronic Social Networking
6. While home-based web sites, message boards, blogs, forums, and other uses of home-based computers may be regarded as a benefit to a student's computer literacy, the student needs to be aware of the following: Using a non district computer such that the use results in material and/or substantial disruption to the school will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse be found, the school will implement appropriate consequences as defined in the acceptable use policy and the student discipline code. As district network use is a privilege, not a right, such violations may result in suspension of your use of district network or other technology for a period of time based upon the seriousness of the offense's impact or a threat's ability to have caused material and/or substantial disruption were it carried out, disciplinary action, and/or legal action.

VI. USE OF ELECTRONIC MAIL

The District's electronic mail system and its constituent software, hardware, and data files are owned and controlled by the District. The School District provides e-mail to aid staff members in fulfilling their duties and responsibilities and as an educational tool. The School District may provide electronic mail accounts to students as an educational tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain". This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect upon the name and reputation of

the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based machine is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's electronic mail system constitutes consent to these regulations.

VII. MONITORING

The DISTRICT Network is routinely monitored to maintain the efficiency of the system. Authorized users should be aware that use of the DISTRICT Network, including their use of e-mail, is subject to reasonable and appropriate monitoring by THE DISTRICT staff that abides by the requirements of all applicable state and federal laws. Any activities related to or in support of violations of this policy and/or the DISTRICT Student Handbook may be reported and will subject the user to sanctions specified either in the DISTRICT Student Handbook or in this policy. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the user.

VIII. ASSUMPTION OF RISK

THE DISTRICT will make a good faith effort to keep the DISTRICT Network system and its available information accurate. However, authorized users acknowledge that there is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available. For example, and without limitation, the District does not warrant that the District Network will be error free or free of computer viruses. In making use of these resources, authorized users agree to release the Board, the District and its employees from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of the DISTRICT Network. Authorized users further acknowledge that the information available through interconnecting networks may be inaccurate. The District has no ability to maintain such information and has no authority over these materials. The District makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of the data and/or information residing on or passing through the DISTRICT Network from outside networks. Use of the District Network is at the risk of the authorized user.

IX. INDEMNIFICATION

The authorized user indemnifies and holds the Board and District harmless from any claims, including attorney's fees, resulting from the user's activities while utilizing the District Network that cause direct or indirect damage to the user, the District, or third parties.

X. SANCTIONS

1. Failure to abide by this policy may subject the authorized user to corrective action. Student authorized user consequences may range from suspension of some or all of access privileges up to and including expulsion and prosecutions according to the District Student Handbook and/or local, state and federal law. A violator must understand that if his or her privileges to use the District Network are revoked that he or she has the right to appeal the revocation within thirty (30) days, in writing, to the principal of the school. The school principal's decision shall be FINAL. A violator must understand that if he or she is removed from the District Network, there shall be no obligation to provide a subsequent opportunity to access the District Network. Additionally, the violator, or violator's parent(s) or guardian(s), may be responsible for any losses incurred. The following are general guidelines as to the sanctions that may be imposed for specific infractions. However, the administration retains the right to increase any sanction as appropriate should the circumstances require a more severe sanction than that which is identified (1-Minor – Detentions and possible Suspension of Network Privileges, 2 - Major – Suspension and possible Suspension of Network Privileges, and 3 - Severe – Expulsions)
2. (2-3) Use of the DISTRICT Network for, or in support of, any illegal and/or unlawful purposes.
3. Use of the DISTRICT Network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. Other authorized users should report incidences to the technology department. This will protect the user against allegations of intentionally violating this policy.
4. Use of the DISTRICT Network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" (cyber stalking) another individual.
5. Non-educational uses of the DISTRICT Network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying.
6. Student use of network for personal rather than educational purposes.
7. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.

8. Plagiarizing any information gained on or through use of the DISTRICT Network or any other network access provider.
9. Use of copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws.
10. (2-3) Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores.
11. (1-2-3) Use of the DISTRICT Network for financial gain or for the transaction of any business or commercial activities.
12. (1-2-3) Use of the DISTRICT Network in a way that such use results in damage to the network.
13. Inappropriate use of district provided e-mail account.
14. (1-2) Use of any unauthorized personal equipment attached, connected, and/or installed to district network
15. (1-2-3) Intentionally disrupting the use of the DISTRICT Network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.
16. (1-2-3) Disclosing the contents or existence of THE DISTRICT computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems.
17. (1-2) Downloading and/or installing and/or using unauthorized software, games, programs, files, electronic media, and/or stand-alone applications.
18. (1-2-3) If you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log on to the network as anyone other than you will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
19. (1-2-3) Using a non district computer such that the use results in material and/or substantial disruption to the school.