



# DIMMICK GRADE SCHOOL

## DISTRICT #175

**2011-2012**

(Revised 5/10/11)

### **PARENT-STUDENT ACADEMIC & ATHLETIC HANDBOOK**

*Announcements and Information also available at  
[www.dimmick175.com](http://www.dimmick175.com)*

#### **DIMMICK SCHOOL VISION:**

*To establish a collaborative environment of students, parents  
and community that is safe, positive, challenging and  
encourages lifelong learning.*

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**WEBSITE:** [www.dimnick175.com](http://www.dimnick175.com) All of the information contained in the Handbook is Available on the District website  
**BOARD OF EDUCATION**

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Mrs. Debora Black (President)

Mrs. Eve Postula (Vice President)

Mrs. Gina Mudge

Mrs. Michelle Rich

Mrs. Lory Kilanowski

Mr. Sid Haas

Mrs. Laurie Ernat

### **SUPERINTENDENT/PRINCIPAL**

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Superintendent/Principal- Mr. Ryan Linnig

### **FACULTY**

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Mrs. Kimberly Groleau	Kindergarten	Mr. William Hofreiter	6-8 Science, Mathematics
Mrs. Lynn Davis	1 <sup>st</sup> Grade		
Ms. Ashley Costello	2 <sup>nd</sup> Grade	Ms. Annika Wrobel	6-8 Social Sciences
Mrs. Lisa Petersen	3 <sup>rd</sup> Grade	Mr. Joel Foster	Physical Education, Health & Athletic Director
Ms. Kylie Kolodziej	4 <sup>th</sup> Grade		
Mr. Doug Safranek	5 <sup>th</sup> Grade	Mrs. Maria Balestri	K-8 Spanish
Mrs. Carleen Bergandi	6-8 Language Arts	Mrs. Christine Drag	Vocal Music, Band
Mrs. Kathleen Camensich	RtI/Title I Instructor	Mrs. Jaci Rathburn	K-8 Art
Mrs. Maribeth Ficek	Special Education & RtI Coordinator		

### **STAFF**

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Mrs. Susan May	Speech	Mr. O.J. Stoutner	Treasurer
Mr. Kevin Gallagher	Psychologist	Mr. Ray Seghi	Custodian
Mrs. Ronda Ketner	Social Worker	Mrs. Alma McCabe	Bus Driver
Mrs. Carol Wineinger	Administrative Assistant	Mrs. Glynlen Mateika	Bus Driver
Ms. Jen Piscia	Principal Secretary/Reception	Mrs. Linda Karczewski	Bus Driver
Mrs. Kathi Hurt	Teacher Aide		

### **PURPOSE OF HANDBOOK**

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The Student-Parent Handbook was prepared by a committee consisting of school board members, administration, teachers and parents. Its purpose is to provide information concerning policies affecting students enrolled in the Dimmick Community Consolidated School District and to clarify procedures and regulations so as to minimize any confusion which may detract from the orderly operation of the school system. The Student-Parent Handbook is not designed to be all inclusive but it is a guide to many of the most often discussed areas of the school's administration. All the policies and procedures contained in this manual are subject to State of Illinois laws and regulations. Thank you to the following members of the Curriculum Advisory Committee for their hard work and dedication to this handbook. **ADOPTED: March 10, 2011**

Tracy Haas      Laurie Ernat      Lory Kilanowski      Jeff Poremba      Ryan Linnig      Carleen Bergandi

### **CHAIN OF COMMUNICATION – Concerns of a parent must follow the proper chain of command**

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**1<sup>st</sup> Teacher/Coach    2<sup>nd</sup> Principal/Superintendent with Teacher/Coach present    3<sup>rd</sup> Board of Education**

### **BOARD OF EDUCATION PHILOSOPHY**

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**The district's educational philosophy is based on the premise that instruction should develop in students:**

1. A desire for lifelong learning and self-improvement.
2. An ability to think independently through the development of problem-solving and critical thinking skills.
3. The highest level of achievement with regard to their individual abilities.

We strive to provide the citizens of this community with the most complete educational program possible. We believe in the education and development of the whole child: intellectually, creatively, socially, emotionally, physically and culturally. It is important for them to develop an understanding of their own personality, strengths, weaknesses and capabilities as well as to develop ethical attitudes enabling them to exhibit respect, tolerance, kindness and justice to others at school and in the community. Educational experiences should challenge students by incorporating a variety of instructional strategies that differentiate, utilize problem solving, integrate technology, student presentations, projects and teamwork.

**The curriculum should reflect the following goals:**

**LANGUAGE ARTS (Illinois Learning Standards 1-6)** *Goal-Read fluently & understand a variety of written materials as well as communicate, listen and develop a command of the language demonstrated through thinking and writing.*

**MATHEMATICS (Illinois Learning Standards 6-10)** *Goal-Identify, describe & investigate patterns & challenges with numbers, quantities, shapes, data, numerical relationships & operations in order to investigate, reason, visualize & problem solve.*

**SCIENCE (Illinois Learning Standards 11-13)** *Goal-Develop an understanding of the inquiry process through experimentation as it relates life, physical, & earth & space sciences while integrating technology & connecting knowledge to everyday life.*

**SOCIAL SCIENCE (Illinois Learning Standards 14-18)** *Goal-To make informed & reasoned decisions for the public good as well as to prepare students to become citizens of a culturally diverse, democratic society in an interdependent world*

**PHYSICAL EDUCATION (Illinois Learning Standards 19-21)** *Goal-Provide students the opportunity to enhance the capacity of their minds and bodies which contributes to academic success.*

**SOCIAL SKILLS/HEALTH (Illinois Learning Standards 22-24)** *Goal-To facilitate appropriate social, emotional & health skills.*

**MUSIC (Illinois Learning Standards 25-26)** *Goal-Enhance children’s development & enrich the quality of life by incorporating sensory elements, organizational principals & expressive qualities.*

**ARTS (Illinois Learning Standards 27)** *Goal-Enhance children’s development & enrich the quality of life by incorporating sensory elements, organizational principals & expressive qualities.*

**BILINGUAL (Illinois Learning Standards 28-30)** *Goal-Provide students with multicultural instruction that integrates both language & culture.*

**TECHNOLOGY (National Educational Technology Standards 1-6 for 3-5)** *Goal-to develop technological literacy with an emphasis on academic integration & life skills.*

**ENTRANCE REQUIREMENTS**

Children must be 5 years of age on or before September 1 of the current school year in order to enroll in kindergarten. All students are required to show evidence of a physical examination and current immunization records prior to entering Kindergarten, 5<sup>th</sup> grade, or when entering the district from out of state. All Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grade students must provide evidence of dental records. (27-8.1 School Code). In addition, all students registering for Kindergarten or enrolling for the first time in the State of Illinois must provide evidence of an eye exam no later than October 15. The district will abide by all state and federal guidelines regarding the enrollment of “homeless” students. Religious exemptions shall be made with proper documentation.

**ENROLLMENT INFORMATION**

***STUDENT FEES***

Lunch meals and loaned textbooks are available free of charge or at a reduced rate to those students whose parents are unable to pay the fees. Applications are available through the Superintendent’s office.

<b>Registration Fee (Kindergarten-8<sup>th</sup> Grade)....</b>	<b>\$50.00</b>	<b>Milk Fee.....</b>	<b>\$.30</b>
<b>P.E. Uniform (4<sup>th</sup> – 8<sup>th</sup> Grade).....</b>	<b>\$15.00</b>	<b>Kindergarten Milk Fee.....</b>	<b>\$50.00</b>
<b>Student Lunch Including Milk.....</b>	<b>\$3.20</b>	<b>Qualifying Student Reduced Lunch.....</b>	<b>\$.40</b>

**Qualifying Student Free Lunch** A free and reduced price program is available to children whose families qualify under Federal guidelines. Specific information is available from the school office.

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

## **OUT OF DISTRICT POLICY**

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The Dimmick District #175 School Board has established a policy that allows non-resident students to attend Dimmick School prior to their actual residency in our school district.

If a student's family plans to move into the district within 31 calendar days after the beginning of school, the student will be allowed to attend school at the beginning of the school year without payment of tuition. However, the parents/guardians must pay the district a service fee for each child enrolled. That service fee will be equivalent to a one-month tuition charge for each child. If the family establishes residency within the 31 calendar day period, then the fee shall be returned to the family. If the family fails to establish residency within the 31-day period, then the service fee for each child will be kept by the district and shall be considered a partial tuition payment for services rendered.

A non-resident student whose parents/legal guardians intend to establish residency in the district, more than 31 calendar days after enrollment, but less than 61 days after enrollment, may request from the superintendent or building principal permission to enroll as a non-resident student. All such requests shall be approved, on a case-by-case basis, by the Board of Education. When students are accepted on such a basis, parents/guardians will be required to pay tuition for each child on a monthly basis in advance. In the event the family is unable to establish residency in the district within sixty (60) days, the continued enrollment of the non-resident student shall be at the discretion of the Board of Education. In the event that continued enrollment is approved by the Board of Education, the district will continue to charge tuition for enrollment. The Board of Education will determine the payment schedule. Transportation to and from school shall be the responsibility of the parent/guardian. To obtain tuition rate information contact the office.

## **ACADEMIC ISSUES**

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### ***DISTRICT CURRICULUM***

The district's Illinois Learning Standards aligned K-5 Curriculum as well as 6-8 Core Standards aligned curriculum is available online on the district webpage: [www.dimmick175.com](http://www.dimmick175.com). If you wish to receive a hard copy please ask your child's teacher.

### ***GRADING AND REPORTING TO PARENTS***

The Board of Education believes that it is the district's obligation to give private, periodic reports of students' progress and has directed the Superintendent to guide and monitor the reporting system. The following criteria will be observed:

1. Parents will be informed regularly, at least four times a year and may check student progress through the online system available at [www.dimmick175.com](http://www.dimmick175.com).
2. The District will strive for consistency in grading and reporting.
3. The use of marks and symbols will be appropriately explained.
4. Grading will not be used for disciplinary purposes.
5. Grading will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher.
6. Cheating will result in an automatic "0" for the assignment, quiz, test or project.
7. Parents will be notified when a student's performance requires special attention. Parents are encouraged to notify the school when concerns arise. Please contact your teacher with any concerns you may have.

**KINDERGARTEN-2<sup>nd</sup> GRADING SCALE**

	Grade	Performance Level	Description
91-100	E	Exceeds	<i>The student has mastered the objectives in the subject area, shows initiative, applies knowledge gained to new situations and accepts responsibility for learning.</i>
81-90	M	Meets	<i>The student has mastered most of the grade level objectives in the subject area and is average in initiative, application of knowledge, and accepting responsibility for learning.</i>
71-80	D	Developing	<i>The pupil has mastered a few of the basic grade level objectives in the subject area and with additional direction and support from the teacher is able to steadily progress. Taking initiative, application of knowledge and responsibility for learning are areas of difficulty.</i>
0-70	N	Needs Improvement	<i>The student has not mastered the basic grade level objectives in the subject area and fails to progress with taking initiative, application of knowledge and taking responsibility for learning. The student requires extensive teacher direction and support in the classroom.</i>

**3<sup>rd</sup>-8<sup>th</sup> GRADING SCALE**

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

**ONLINE GRADE ACCESS**

Available at [www.dimmick175.com](http://www.dimmick175.com). Parents may register for online access to student grades by filling out the appropriate portion on the handbook acknowledgement form. It is expected that grades will be updated on a weekly basis. This system will also be used to send periodic updates and information from the school including the posting of school closings.

**ACADEMIC HONOR ROLL**

Students in 4<sup>th</sup> through 8<sup>th</sup> grade are eligible for academic honor roll each 9 week grading period if they achieve a minimum of an 88% (B-) in all subjects taken during the nine week period.

**ACADEMIC HIGH HONOR ROLL**

Students in 4<sup>th</sup> through 8<sup>th</sup> grade are eligible for the academic high honor roll each 9 week grading period if they achieve a minimum of a 94% (A-) in all subjects taken during the nine week period.

**GRADE POINT AVERAGE (GPA)**

Grade point average will be calculated and reported on the quarterly report card. All subjects will be rounded up to the nearest whole number.

**SUBJECTS ARE WEGHTED AS FOLLOWS**

<b>Reading</b>	<b>1.00</b>	<b>Spelling</b>	<b>0.60</b>
<b>Language Arts</b>	<b>1.00</b>	<b>Spanish</b>	<b>0.60</b>
<b>Math</b>	<b>1.00</b>	<b>Music</b>	<b>0.40</b>
<b>Science</b>	<b>1.00</b>	<b>Band</b>	<b>0.20</b>
<b>Social Science</b>	<b>1.00</b>	<b>Art</b>	<b>0.20</b>
<b>Physical Education</b>	<b>1.00</b>		

### **8<sup>TH</sup> GRADE GRADUATION REQUIRMENTS**

1. Maintain a minimum of at least a 70% in all subjects taken.
2. Provide evidence for having passed the U.S. Constitution Test with at least a 70%
3. Provide evidence for having passed the Illinois Constitution Test with at least a 70%
4. Successful completion of a Science Fair project

Note: *Final determination for retention will be made at the discretion of parents, teachers and administration based upon the best interest of the individual student.*

### **STUDENT ACHIEVEMENT DATA**

The local district assessment, the AIMS Web, will be administered in the Fall, Winter & Spring. Data obtained from these tests will be used to determine student academic needs resulting in instructional modifications designed to appropriately challenge students. Students may also receive additional support beyond the interventions in the regular classroom if necessary. The data will be sent home following each testing period. Student achievement data may be shared with LaSalle-Peru High School to better coordinate instructional efforts and needs.

### **ENRICHMENT PROGRAMS**

It is a goal of the district to seek programs that will support the need to provide challenging experiences outside of the regular curriculum for our students. Depending on the nature of the program, certain criteria may be used in order to determine eligibility.

1. **St. Bede Algebra Program:** 8<sup>th</sup> Grade students who meet the criteria indicated below may qualify to participate in the Algebra Program offered through St. Bede Academy. Students in this program, will take Algebra in lieu of the Math course offered at Dimmick Grade School. Students will receive grades from St. Bede. The grade indicated on the Dimmick report card will reflect a 5% increase not to exceed a total score of 100% since it is an advanced placement course. **CRITERIA:** Maintained at least a 94% in Math for all four quarters in 7<sup>th</sup> Grade, maintained at least a 90% or higher in all subject areas in 7<sup>th</sup> Grade, and received a recommendation from the Junior High Math Teacher. **NOTE:** Dimmick Grade School will pay the tuition charge for the program and provide transportation from St. Bede back to Dimmick. Parents will need to make arrangements to get their child to the program. Students are expected to complete the entire year long program; however if a decision is made to drop the program, reimbursement of the tuition for the program will be required.
2. **Spanish/Bilingual Program:** Spanish in grades K-5 is an enrichment program that all students will participate in and will not be graded. The goal is to provide exposure to, build interest in and establish basic knowledge of a foreign language and culture. Spanish will be offered as an elective to the 6<sup>th</sup>-8<sup>th</sup> grade students. Students electing to participate in the course will be assessed according to the district grading scale and grades will count toward the student's GPA, Honor Roll and High Honor Roll on a weighted basis. Students electing not to participate will be provided the alternate of a structured homework assisted study hall that will meet during the regularly scheduled Spanish classes on Tuesday, Wednesday & Thursday of each week.

Enrollment in the Spanish Course will only be permitted at the start of the school year (Fall Semester). Withdrawal will only be permitted at the conclusion of the first semester. Parents wishing to have their child withdraw from the program at the end of the first semester must do so in writing prior to Winter Break.

### **STUDENT HOMEWORK FOLDERS**

Replacement student homework folders are available for \$1.00.

## **HOMEWORK**

1. **Philosophy/Purpose:** Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the staff to assign relevant challenging and meaningful homework assignments that reinforce classroom learning objectives. The main purposes generally associated with homework are as follows:
  - a. To give students a chance to review and practice what they have learned
  - b. To prepare students for the next day's lesson
  - c. To provide opportunities to identify and learn to use resources such as the library, the Internet, reference books, and other community resources
  - d. To allow for more in-depth exploration of topics than is possible during class time
  - e. To help students develop time management, study, and organizational skills
  - f. To provide parents with insights into what is being taught in the classroom and the progress of their children
2. **Expectations:** Homework is most beneficial when teacher expectations are well communicated, students take responsibility for their homework, and parents support these efforts. As such, the responsibilities of teachers, students and parents with regard to homework are listed below.
3. **Teachers can help by:**
  - a. Informing students and their parents of the purpose and benefits of homework
  - b. Informing students and parents of the school's homework policy
  - c. Assigning relevant, meaningful homework activities that reinforce classroom learning
  - d. Ensuring that students are aware of what is expected of them, and how their work will be assessed
  - e. Maintaining homework records and providing feedback to students and parents
  - f. Regularly updating Teacher Ease to apprise parents of their child's progress
4. **Students can help by:**
  - a. Being aware of the school's homework policy
  - b. Asking questions when necessary to clarify the assignment
  - c. Thoroughly recording homework directions and expectations
  - d. Completing homework within the given time frame
  - e. Informing parents of homework expectations
  - f. Seeking assistance from teachers and parents if difficulties arise
  - g. Ensuring homework is of high quality
  - h. Asking for and completing homework assigned during an absence
  - i. Working on homework independently whenever possible, so that it reflects students ability
  - j. Managing demands and activities to allow sufficient time for homework completion
5. **Parents can help by:**
  - a. Setting a regular, uninterrupted study time each day
  - b. Providing a suitable place for study
  - c. Monitoring student's organization and daily list of assignments
  - d. Being aware of long term assignments and assisting students in learning to budget their time accordingly
  - e. Assisting and correcting, but not doing the actual work
  - f. Contacting the teacher if he/she observes an absence of homework
  - g. Communicating with teachers any concerns about the nature of homework and their child's approach to the Homework
  - h. Regularly access Teacher Ease to help monitor their child's progress

### ***The homework policies below apply to grades 3-8***

6. **Types of Homework** (*It is the teacher's discretion to determine which category assignments fall under*)
  - a. **Category One:** Assignments that are generally of a lower point value and are needed for full participation in a lesson and/or assessment on the due date.
  - b. **Category Two:** Assignments that are generally of a greater point value and have extended timelines for completion.

7. **Late Work Penalties:** Students are required to turn assignments in on time at the beginning of class. Students who turn in late assignments face the following penalties:
  - a. **Category One** assignments must be turned in on time to receive full credit. Half credit may be assigned for any late assignment within this category as long as it is completed by the day following the due date or as an alternative, the teacher may choose to provide an alternate assignment
  - b. **Category Two** assignments will be reduced one letter grade/10% of earned credit for each day late.
8. **Test/Assessment Make-ups:** If the first day of the absence occurs on the day of the test, the student should be ready to take the test upon his/her return to school. If the absence(s) is prior to and inclusive of the actual test date, the student will have an equivalent amount to time as allowed in the homework policy to prepare for and take the test. This should not exceed one week after his/her return.
9. **Grace Periods for Absences:** Students should have a homework buddy to take work home for them when absent. Parents may also call to pick up work which will be ready by 3:00.
  - a. **Absences for Illness and/or Family Emergency (Category One)**
    1. Minimum of one day for each day of absence to complete missed work.
    2. More than three consecutive days of absence – Teacher and student will determine essential assignments and agree upon due dates.
  - b. **Absences for Illness and/or Family Emergency (Category Two)**
    1. In the event of a one day absence, for which the work was assigned more than five days in advance, the original due date will be maintained.
    2. More than three consecutive days of absence – Teacher and student will determine essential assignments and agree upon due dates.
10. **Vacations-Vacations resulting in student absence from school is highly discouraged.**
  - a. Due to the ever changing nature instruction, teachers will not be expected to distribute homework prior to students leaving for vacation.
  - b. Students are responsible for contacting the teacher(s) upon returning for missing work and to schedule make up quizzes or tests.
  - c. All missing work must be completed no later than one week following the student's return.
  - d. Failure to complete work within one week of returning to school will result in a zero for each assignment missing.

### ***TECHNOLOGY USE***

District equipment is for educational use only. Students are expected to properly care for the equipment at all times and to complete a user agreement policy before using any of the district equipment. Students using USB storage devices for work are expected to be responsible for them. They should be kept in a safe place and clearly marked. Using district equipment for any use beside that which is assigned by the teacher is strictly prohibited. Consequences for violating technology use expectations:

**1<sup>st</sup> Offense**=Demerit & loss of privileges for 1 week

**2<sup>nd</sup> Offense**=Demerit & loss of privileges for 2 weeks

**3<sup>rd</sup> Offense**=Detention & loss of privileges for the quarter

\*Deliberate misuse resulting in damage to equipment or software requiring repair costs may result in those costs being assessed to parents.

### ***SPECIAL EDUCATION SERVICES***

Special Education programs and services are currently available either in our own district or in other districts within our special education joint agreement (L.E.A.S.E.) for qualifying children between the ages of 3 and 21. The services which are available are for all types of handicaps and/or exceptionalities. Referrals of students for special education programs and services may be made by parents as well as local school personnel. The necessary referral forms are available from the district office or the local school psychologist. Parents may also request a copy of the Rules and Regulations to Govern the Administration and Operation of Special Education by writing to the Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001. A "Parent's Rights" booklet may be obtained by writing to L.E.A.S.E., 1009 Boyce Memorial Drive, Ottawa, Illinois 61350.

According to the Special Education rules and regulations, students who need home or hospital instruction during the course of the school year should be referred to the district office. Parents making such a referral will be required to include a report from a licensed medical physician who will give an estimate of the duration of the temporary physical or health impairment which is causing the need for home or hospital instruction. It will be the responsibility of the school district to determine the need for such instruction based upon the estimated length of absence from school and the projected academic loss to the child. Students suspected of having a speech/language difficulty will be referred for a case study evaluation to determine any specific need for services. Parent notification of the intent to initiate a case study is required for any child being considered for such services. If you have any questions about the availability of special education in the district, please contact the district office. If you have any questions about State or Federal requirements or other programs in the cooperative, please contact the L.E.A.S.E. Director at (815) 433-6433.

### ***504 PLANS***

Section 504 of the Rehabilitation Act of 1973 is federal civil rights legislation that prohibits discrimination in schools and workplaces against persons with disabilities. Students may be considered disabled under Section 504 of this legislation and may be eligible for classroom accommodations while not being eligible for special education and related services. The criteria for a 504 Plan identifies all school children that either have or had a physical or mental impairment that substantially limits a major life activity. Students who currently have 504 Plans will continue to receive the services and protections listed in their 504 Plan during the school year. The educational team and parents participate each year to determine if there is a continued need for the 504 Plan. Parents who believe that their child has a disability that would make him/her eligible for services under Section 504 should contact the district office and a process to determine if services and protections are warranted will follow.

### ***RTI (RESPONSE TO INTERVENTION)***

Changes in federal and state laws have directed schools to focus more on helping all children learn by addressing problems earlier within the general education setting. These changes emphasize the importance of providing high quality, scientifically-based instruction and interventions, and hold schools accountable for the adequate yearly progress of all students. This new process of providing interventions for at risk students academically or behaviorally is known as RtI (Response to Intervention). This system blends general and special educators' expertise, services, and resources. The first step is to assess the student's strengths and weaknesses based upon his/her academic performance or behavior in the classroom. Interventions are provided and based on observable and measurable information. More detailed information may be found in the district's RtI brochure available at registration or online at [www.dimnick175.com](http://www.dimnick175.com).

### ***HOMEBOUND STUDENT SERVICES***

Hospital/homebound instruction is provided for students who are not able to attend school due to a physical or mental health condition. A physician must sign a Medical Certification stating that the student is unable to attend school and indicating the anticipated dates that the student will be absent. A teacher is provided by the District to instruct the student in his/her academic classes. It is important to have appropriate, accurate and complete communication between the family, the medical provider, the Hospital/Homebound instructor and the school. To facilitate this communication, the 504 Coordinator will serve as the Medical Case Manager for all students with a Medical Certification. The 504 Coordinator will work to ensure that instruction is provided that is appropriate considering the student's medical condition.

## **AWARDS and HONORS**

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### ***PTO SCHOLASTIC AWARD***

This award is presented at graduation to the eighth grade student who maintains the highest grade point average during his/her eighth grade year. All subjects are averaged into the grade point calculation. Students within one tenth of a point of the average of the student with the highest grade point average will also be recognized at graduation. All averages are carried out to five decimal places.

### ***PRESIDENTIAL ACADEMIC FITNESS AWARD***

Eighth grade students must maintain a minimum of a 90 percent average through 6<sup>th</sup>, 7<sup>th</sup>, and first semester of 8<sup>th</sup> grade at Dimmick. Additional criteria will include, but are not limited to, activities in which a student demonstrates high motivation, initiative, integrity, intellectual depth, leadership qualities, and/or exceptional judgment. In addition to the above criteria a student must achieve at the 85 percentile or higher in math or reading. The student must reflect outstanding achievement in one or more areas such as English, Mathematics, Science, History, Geography, Art, Foreign Language, and any other courses that reflect a school's core curriculum.

### ***JOHN BAKER MERIT AWARD***

A trophy is awarded to the 8<sup>th</sup> grade student who shows good citizenship and kindness. This is not based on academics.

### ***KENT PRATT CITIZENSHIP AWARD***

A trophy is awarded to the 8<sup>th</sup> grade student who is: **Mannerly, Respectful, Punctual, Reverent, Ambitious, Teachable & Truthful**

### ***ERIC DAWSON MEMORIAL AWARD***

A plaque is awarded to the 8<sup>th</sup> grade student who is personable, adventurous, humorous, and caring.

### ***CARLY GENSLINGER-LEOPOLD FINE ARTS MEMORIAL AWARD***

The 8<sup>th</sup> grade student who exhibits the most talent and dedication for the fine arts.

### ***SPELLING AWARDS***

A trophy is given to the student who represents the school at the Regional Spelling Bee in Ottawa. A pin is given to the alternate.

### ***JIM KOSTER AWARD***

An award is given to an 8<sup>th</sup> grade boy with the best free throw average (a minimum of 25 attempts ) of the season in basketball.

### ***SCIENCE FAIR and HISTORY FAIR PINS***

Seventh grade students participate in the History Fair and 8<sup>th</sup> grade students participate in the Science Fair. The students must participate in the Regional Fair at Northern Illinois University.

### ***SCHOOL FIELD TRIPS***

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Field Trips will be provided based on their educational appropriateness to our curriculum. Parental consent forms must be signed.

## **BUILDING PROCEDURES**

### ***SCHOOL HOURS***

**STUDENTS ARE NOT TO ARRIVE TO SCHOOL UNTIL 8:20 AM.** Supervision by staff begins at that time. Upon arrival, students must immediately enter the building.

<b>8:20 AM</b>	<b>Earliest student arrival time</b>	11:40 AM	6-8 Recess
8:30 AM	Classes Begin	11:45 AM	K-5 Classes Resume
11:10 AM	K-5 Recess	11:55 AM	6-8 Classes Resume
11:20 AM	Jr. High Lunch Served	<b>3:10 PM</b>	<b>Dismissal</b>
11:25 AM	K-5 Lunch Served		

### ***LUNCH POLICIES***

1. **Parents Bringing Lunches:** Lunches need to be dropped off in the office no later than **11:15am**. As a district, we are striving to instill in all of our students healthy lifestyle choices, therefore we would appreciate your support in selecting healthy lunch choices and avoiding fast food options.
2. **Lunch Menus/Ordering Lunch** In order for students to be guaranteed a lunch, be sure to completed menus and submit payment on the date indicated on the lunch forms.

### ***PRE-K PROGRAM***

The district has entered into an agreement with LaSalle Elementary to make their pre-k program available for free to Dimmick residents. Students ages 3-5 may enroll by calling (815-223-2649) or (815-223-4344). Dimmick Grade School will provide transportation to Jackson school for students who have registered for the AM session only. Parents will need to make arrangements to pick them up. Parents will need to provide transportation to and from for students enrolled in the PM session. **NOTE: This program's availability is subject to change based on the whether the State of Illinois provides funding each year.**

### ***KINDERGARTEN***

Kindergarten meets from 8:30 AM - 3:10 PM each school day. A half-day program is available from 8:30 AM - 11:30 AM. Transportation home for any student attending kindergarten half day must be provided by the parent.

### ***STUDENT APPOINTMENTS***

Parents are asked to notify the office in advance when their child has an appointment during the regular school day. Parents must check in the office and sign them out before the students will be permitted to leave the building. Upon return, parents are also to sign them back in. No pupil will be released from school to go with any adult other than the parent or guardian without the written permission of the parent/guardian. In cases of divorce or separation the district will recognize the equal rights of both parents/guardians to request that a child be removed from the school unless notified in writing to the contrary. If any parent/guardian has exclusive custody rights, a copy of the legal document indicating this must be on file in the office.

### ***EMERGENCY CLOSING***

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

**WLPO-AM 1220      WGLC-FM 101.1      WAJK-FM 99.3**

Parents who have signed up for the online grade access through Teacher Ease will be notified by e-mail. **Also, check the following websites:** [www.WAJK.com](http://www.WAJK.com) (Closings & Cancellations) & [www.WLPO.net](http://www.WLPO.net) (Closings & Cancellations) <http://www.wglc.net> (Closings & Delays).

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

## ***ABSENCES***

If for any reason a child must be absent, parents should call the school secretary before 9:00 a.m. If the parent or guardian has not called the district will attempt to contact the home to verify the absence. Those working parents are to understand that it may be necessary to call you at work. If the child has had a communicable disease, a note indicating that the child may return to school is required from the attending physician. Students may not participate in after school activities on days a child is absent. Students absent three (3) or more consecutive school days are to have a doctor's excuse to justify their absence from school.

If it is necessary for a student to participate in a family vacation during school days, a written note from the parent or guardian is required in advance of the absence. It is highly discouraged to take vacation time during regularly scheduled school attendance days.

## ***TRUANCY***

Repeated absence from school without a valid excuse is considered truancy. The district will contact the parents/guardians after 10 absences as the first step in dealing with this problem. School resources such as the social worker, psychologist, etc. are available in attempting to find a solution. If the problem is not resolved at the school, it will be referred to the LaSalle or Bureau County truant officer.

## ***STUDENT DISCIPLINE***

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### ***DISCIPLINE COMMITTEE***

In compliance with Senate Bill 730 a committee consisting of parents, teachers, Board members, and the Superintendent annually reviews the student disciplinary rules and provide input into the development of policies and procedures. The results of this committee's work is annually presented to the Board of Education and adopted as official policy and procedure.

### ***PHILOSOPHY (Randy Sprick)***

1. All students must be treated with dignity and respect.
2. Students should be taught the skills and behaviors necessary for success.
3. Motivation and responsibility should be encouraged through positive interactions and building relationships with students.
4. Student misbehavior represents a teaching opportunity.

### ***STUDENT EXPECTATIONS***

1. Be Respectful
2. Be Responsible
3. Be a Role Model
4. Be Ready to do Your Personal Best Always

### ***SUPERVISION OF STUDENTS***

Supervision of students shall be provided in the school building and on the school grounds during the school day and at all extra curricular activities. The school day is defined as the time students enter a school vehicle or arrive on the school grounds and ends with their departure from school property or a school vehicle. Teachers, other certified staff members, coaches, supervisors and volunteer parents are responsible for maintaining discipline on school property or at school sponsored activities. Our goal is to help children become poised, self-reliant individuals who respect the rights of others. The professional staff will telephone parents when there is a persistent behavior problem.

### ***DISCIPLINE POLICY***

**Students are responsible for their own actions.** Issues that are not specifically mentioned in this discipline policy will be handled by the district on an as needed basis.

1. **Verbal Warning/Conference Privately in the Hall**
  - a. Minor conduct infractions will be handled by the teacher.
  - b. Examples may include but are not limited to; gum, missing materials for class, talking without permission, tardy to class, failure to follow instructions.
  - c. Chronic violation of proper behaviors will result in a demerit being issued by the teacher or staff member.
  - d. Disciplinary actions may include, but are not limited to; verbal warnings, loss of privileges and or recess.

2. **Demerit**

- a. Conduct infractions resulting in a demerit being issued will require that the parent/guardian will be contacted both by phone and in writing in a timely fashion.
- b. Examples may include, but are not limited to; being removed from class, chronic minor infractions, displays of disrespect, shouting or obscene language or gestures, running, pushing or tripping with no injury, fighting or throwing objects including snowballs with no injury, any activity judged unacceptable by the staff or adults assisting the staff in a supervisory capacity, unauthorized use of the phone, expectorating on or near other individuals.

3. **Detention**

- a. Accumulating three demerits in a semester will result in a detention that will be served after school from 3:10–4:00 PM. Failure to appear will result in an additional detention being issued.
- b. More severe misconduct may result in a detention being issued. Examples may include, but are not limited to gross disrespect of other students, teachers or staff, inappropriate physical contact, damage or misuse of school equipment or property, fighting.
- c. Students receiving a detention will not be permitted to participate in any extracurricular events for an entire week, Monday through and including Saturday.

4. **Suspension**

- a. A suspension is defined as the exclusion of a student from school and/or denial of educational services to which the student would otherwise be entitled, for a period not to exceed ten (10) school days.
- b. In-school suspension is the exclusion of a student from the classroom for one to ten school days.
- c. Accumulating 3 detentions will result in 1 day of in school suspension.
- d. Out-of-school suspension is the exclusion from the school for a period of one to ten school days.
- e. Suspensions are assigned for serious offenses.
- f. The Board of Education has delegated to the Superintendent the power to suspend students in accordance with State laws and regulations.
- g. Students receiving a suspension will not be permitted to participate in any extracurricular events for the entire week, Monday through and including Saturday.

5. **Expulsion**

An expulsion is defined as an exclusion of a student from school and/or denial of educational services, to which the student would otherwise be entitled for a period of more than ten (10) days and not in excess of the school term.

***PENALTY: IN OR OUT OF SCHOOL SUSPENSION AND/OR POSSIBLE EXPULSION***

- 1. Willful injury, threat of injury or employment of any kind of object in a manner to risk or inflict harm or injury to another pupil, employee, volunteer helper or any other person.
- 2. Possession or being under the influence of tobacco, alcohol, drugs or other smoking substance, unauthorized or illegal drugs, drug paraphernalia, alcoholic beverages, matches or lighters, firecrackers or explosive devices, guns, ammunition, knives or any dangerous objects or materials which might present a hazard to health or safety.
- 3. Vandalizing or willfully damaging school property or property belonging to others. (Parents are responsible for making restitution for any school or individual property their children willfully damage or destroy.)
- 4. Students leaving the school grounds without permission. All students leaving school early or remaining after school for any reason, including waiting for late arrivals of parents, must check out with the office or supervising teacher before they depart the school grounds. The students must remain in the building until departure.
- 5. Exhibiting gross disrespect district toward staff or volunteers by either verbal or non verbal means
- 6. Willfully disobeying reasonable orders, instructions or requests issued by district staff or volunteers.
- 7. Behavior that substantially or materially disrupts the educational process or discipline in the school or interferes with the conduct of any school sponsored activity.
- 8. Theft of either school or personal property.
- 9. Bicycles and motorized vehicles, such as motor bikes, motorcycles, motorized off road vehicles, snowmobiles, etc., are not permitted as a means of student transportation to or from school. These vehicles are not permitted on school grounds unless driven and controlled by an adult.

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

### ***DUE PROCESS PROCEDURE FOR SUSPENSION***

The School Code of Illinois will be followed in all cases of suspension and expulsion of students. Except as set forth in paragraph 2 below, prior to the imposition of any suspension the following procedures shall be observed:

1. The suspending school official shall give the student oral or written notice of the charges and the evidence to support the charges.
2. If the student denies the charges, an opportunity shall be given the student to present an explanation in a conference with the suspending school official.
3. The suspending school official shall make a decision and then inform the student, if the suspension is to be imposed.
4. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases the requirements of notice and hearing shall follow as soon as possible.

Immediately upon imposition of the suspension of the student the parent(s) or guardian(s) of the student shall receive written notice of the following:

1. The reason(s) for the suspension, including a copy of the specific rules and regulations allegedly violated by the student.
2. The beginning date and the total number of days of the suspension.
3. The right to a review of the suspension as set forth in the section on Review Hearing Procedures. A request for a review hearing shall be submitted in writing within ten (10) school days after the receipt of the suspension notice. The review hearing shall take place within ten (10) school days of the receipt of the request or on a date mutually acceptable to all parties involved. A copy of the notice shall be given to the Board.
4. Upon request of the parents or guardians, a hearing shall be conducted by the Board of Education or a hearing officer appointed by the Board to review the suspension. At the hearing, the parents or guardians of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he/she shall submit to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

### ***DUE PROCESS PROCEDURES FOR EXPULSIONS***

The Board of Education may expel students for gross disobedience or misconduct. Such expulsion shall take place only after a review hearing by the Board or the Board has taken action upon the findings submitted by a hearing officer appointed by the Board. The student and the parent(s) or guardian(s) of the student shall be notified by registered or certified mail of the following:

1. The reason for the expulsion, including a copy of the specific rules and regulations allegedly violated by the student.
2. The time and place of the hearing.
3. The review hearing procedures set forth in the section below.

The hearing shall be conducted at a time and date mutually convenient to the parties involved. The hearing shall be conducted in closed session at the request of the parents/guardians or school administration. The student shall be afforded the following:

1. The right to be represented by counsel (at the expense of the student or parents).
2. The right to present evidence and call witnesses.
3. The right to cross-examine the opposing witnesses.

A written decision shall be issued to the student and the parent(s) or guardian(s) within ten (10) school days after the review hearing conducted by the Board of Education. It shall contain a statement of the facts and the basis for the decision. In the written decision, the parents and the student shall be notified that an appeal of the decision lies to the Educational Service Region Superintendent and then to the State Superintendent of Education, as outlined in 105 ILCS 5/3-10 and 105 ILCS 5/2-3.38 and as further outlined in procedures adopted by the above two offices. If the Board of Education finds in the hearing on the suspension of a student that the exclusion was not justified or was unreasonable, the following procedures shall be followed:

1. The student's record shall be expunged of all notations or remarks in regard to the suspension.
2. The student's absence shall be recorded as "excused".
3. All educational opportunities and services missed by the student shall be afforded. Tutoring shall be provided if requested or deemed necessary.

### ***SPECIAL EDUCATION/DISCIPLINE***

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

### ***BULLYING POLICY***

Dimmick is committed to providing a safe, positive learning environment. Bullying, threatening, hazing, aggressive behavior, intimidation, harassment or any behavior that may cause physical or psychological harm to another individual is prohibited. Depending on the severity of the behavior, violation may result in punishments ranging from detention to expulsion.

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

It is the policy of the Board of Education to charge a fee for the use of certain materials. Students will be expected to pay for any willful damage to school property or the loss or damage of school books at the replacement cost.

### ***APPROPRIATE CLOTHING***

Noon recess, weather permitting, is scheduled for all pupils. Please send children to school with clothing that is appropriate for the weather conditions. Good taste in age appropriate dress and grooming is required of all students in the district. Failure to do so will result in the student being sent to the Superintendent/Principal's office and a call home will be made to correct the situation.

1. Coats, gloves, head coverings, sweatbands, spiked apparel, chains, scarves, bandanas, hats and sunglasses are not to be worn in the building.
2. Any dress, grooming, and accessories shall not display sexual, racist, lewd, vulgar, obscene, symbols, discrimination, criminal acts, questionable sayings, and/or offensive language is prohibited. Clothing referring in any way to illegal drugs, tobacco, violence, or alcohol will not be tolerated.
3. At all times, shirts must cover from the collarbone to the shoulder. Low and/or plunging necklines, bare shoulders, backs and midriffs are unacceptable.
4. The torso will be covered a reasonable length from the neck to mid thigh so as to not reveal any body parts or underwear beneath while sitting, standing, squatting or walking.
5. Pants and shorts must be worn appropriately and to not reveal any body parts or underwear beneath while sitting, standing, squatting or walking.
6. Shorts, dresses and skirts may be worn but can't be shorter than fingertip length when arms are fully extended by the side.
7. For health and safety reasons, no piercing is allowed in the mouth, nose or any place that may cause a distraction.
8. In order to play in the snow during recess in the winter months, students must have the following: snow pants, jackets, boots, hat and gloves.
9. Recess will be outside on most days, therefore students should dress appropriately for the weather conditions.
10. For safety reasons, footwear must be worn at all times. **Flip flops will not be permitted for recess or P.E.**

**\*If a student is in violation of the district dress code, parents will be contacted to bring a change of clothes.**

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

1. Students must have appropriate clothing for Physical Education. Clothing must allow students to participate in any assigned activity without restrictions. Therefore, tennis shoes must be worn at all times for both inside and outside P.E. classes. When P.E. is inside, a designated non-scuffing inside pair of tennis shoes must be worn.
2. 4<sup>th</sup>-8<sup>th</sup> Grade students will be required to wear school issued uniforms for all indoor P.E. classes and when appropriate for outdoor P.E.
3. Students lacking proper clothing will receive a “No Dress” and be required to complete a teacher selected assignment in lieu of participation.

### ***TELEPHONE CALLS***

Teachers and students will not be called to the telephone during the school day except in an emergency. Telephones in the school are for business purposes and may be used by students only in an emergency. A message from a parent will be relayed or the pupil will be permitted to return a call. Except for emergencies, students and teachers will not be excused from class to come to the phone.

### ***CELL PHONE POLICY***

Students may have a cell phone at school as long as it remains “off” and in the lockers throughout the scheduled school day as well as on the busses. Students caught using cell phones during these times will have them confiscated and parents will be required to pick them up in the office.

### ***LOCKERS AND LOCKS***

School lockers are public property maintained for student use. The Superintendent and/or teachers may examine and inspect locker contents on a regular basis throughout the school year. Locks are provided by the school at no cost to the students and may be used during the school year. All locks are to be returned at the end of the school year. If a lock is lost, students will be charged a replacement fee of four dollars.

### ***LOCKER ROOMS***

Locker rooms are provided for student use and are a privilege. Lockers should remain locked with school issued combination locks at all times. Combinations are not to be shared. Students are expected to follow procedures established by the P.E. teacher and coaches.

## **STUDENT TRANSPORTATION**

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### ***BUS RULES***

Safety on the buses is our primary concern. In order to facilitate safe transportation for all children parents are asked to stress the following rules with their children:

1. Students should be at their pickup location on time and remain back from the road until the bus comes to a complete stop and the bus driver signals them to board.
2. Student who cross the road must be cautious and aware of their surroundings and await the bus driver’ signal before crossing.
3. Aisles must be kept clear at all times.
4. Students must sit in assigned seats at all times and remain seated until the bus comes to a complete stop.
5. Food, gum, candy and beverages are prohibited from use on the bus.
6. No balloons or objects which may obstruct the drivers view will be permitted.
7. No Cell phones may be used on school buses at any time. If students are using them, they will be confiscated by the drivers and turned into the office.
8. Talking must be at a conversational level.
9. While electronic devices may be permitted on the bus, they must remain at a level in which the student can easily hear the bus driver’s directions. Neither the school nor the bus company is responsible for any lost/stolen items.
10. Students are expected to follow district behavioral expectations at all times, (Be Respectful, Be Responsible, Be a Role Model)

Daily bus transportation to and from school is provided for all students. **\*If your child will not be riding the bus in the morning, parents should contact Illinois Central Bus Company at 815-220-8800 no later than 7:15 AM. A written notice must be given to the office and bus driver if their child will not be riding the bus home or if alternate arrangements have been made.** Parents should use the WEST lot when dropping off or picking up students to avoid the bus lane. Parents/guardians wishing to pick up students must enter the building through the main entrance. Students not riding the bus will not be permitted to exit the building until a parent/guardian has entered the building and picked up the student in person. Any parent/guardian needing to pick up a student during the regular school day must come to the office and sign them out.

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

Students must unload at designated stops unless notes from the parents, approved by the Superintendent, are given to the driver. If a student is bringing another student home, a permission slip from all parents involved, approved by the Superintendent or his designee, must be presented to the driver before loading.

### ***FIELD TRIPS***

During the school year, opportunities are presented for enrichment activities away from the school grounds. Busses are provided for field trips in most cases. The district transportation permission form must be completed by the parents if their child/children are to be transported to these events. Notifications and permission slips about specific field trips will be sent home prior to the activity. Room parents may have the opportunity to act as chaperones on school-sponsored field trips. Additional assistance will be requested if needed. Please remember that pre-school siblings and other children are not allowed to accompany the students on field trips due to liability insurance restrictions.

### ***BUS DISCIPLINE***

If misconduct occurs on the bus, the driver will make a written referral to the principal. The following sequence of discipline will normally be followed. However, extreme acts of misconduct on the bus endanger health and safety. Accordingly, students may be excluded from riding the bus and may be disciplined by suspension or expulsion for extreme misconduct on the school bus.

1. **1<sup>st</sup> Referral within the semester:** Administrator conference with student and the bus driver fills out a discipline form to be sent home and signed and returned by the parent/guardian.
2. **2<sup>nd</sup> Referral within the semester:** Five day suspension from bus and the bus driver fills out a discipline form to be sent home and signed by the parent/guardian. Parents will also be contacted by phone.
3. **3<sup>rd</sup> Referral within the semester:** Semester suspension from bus and a parent conference.

***PENALTIES: UNDER THE SCHOOL CODE 10-22.6 GROSS DISOBEDIENCE OR MISCONDUCT IN SCHOOL OR ON A SCHOOL BUS ARE STATUTORY BASIS FOR SUSPENSION***

### **HEALTH REQUIREMENTS, WELFARE AND PROCEDURES**

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

Pupils entering kindergarten through eighth grade or entering a school in Illinois for the first time must have proof of required immunizations and procedures in accordance with the Illinois Department of Health requirements. This also includes proof of dental records for kindergarten, second and sixth grades, a physical exam for Kindergarten and sixth and a vision exam for Kindergarten or any student enrolling in Illinois for the first time.

If the physical condition of a child is such that any one or more of the immunizing agents should not be administered, the examining physician responsible for the child's health examination must endorse such facts upon the pupil's health record. All students participating in after school sports must have a general physical examination every year. The School Code of Illinois states that students not in compliance with immunization and physical examination requirements by October 15<sup>th</sup> of each year will be excluded from attendance until requirements are met or an acceptable schedule is verified. Children whose parents or legal guardians object to health examinations or any part thereof, or to immunizations, on religious grounds are not required to submit their children or wards to health examinations or immunizations if the parents/guardians present a signed statement of objections which details the grounds for such objection.

### ***FOOD ALLERGY MANAGEMENT PROGRAM***

The district, in compliance with policy 7:285, has developed a Food Allergy Management Program which is based upon recommendations from the State Board of Education and Illinois Department of Public Health publication, *Guidelines for Managing Life-Threatening Food Allergies in Schools* available at [www.isbe.net/nutrition/pdf/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf). The District's Food Allergy Management Program is developed and collectively implemented by local school officials, District staff, students and their families. If your child has an identified food allergy please inform the office immediately.

### ***DISTRICT WELLNESS POLICY***

We strive to build healthy lifestyle choices through the Physical Education and Health Curriculum as well as by district policy and the example we set as educators. School wellness includes good nutrition, physical activity and fitness. In order to gather information on the overall physical health of our students, BMI (Body Mass Index) data will be collected at the start and end of the school year. This information will be sent home to parents/guardians.

As a result of this policy soda and unhealthy snacks/food will not be distributed to students during school days. Parents are encouraged to do the same in packing lunches.

If treats are to be brought to school, they should be store bought.

### ***EXEMPTION FROM PHYSICAL ACTIVITY***

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

### ***ADMINISTRATION OF MEDICATION***

In order for the students to receive their medication in an efficient manner, the following guidelines have to be followed:

1. Cough drops: Student needs note from parent.
2. Medications will be distributed ONCE PER DAY during the assigned time frame. Prescription medications used on an as needed (PRN) basis will be administered by school personnel
3. NO OVER-THE-COUNTER MEDICATIONS (Tylenol, cold medications, etc.) WILL BE DISTRIBUTED! It is the parent's responsibility to administer these medications as needed.
4. Antibiotics needing refrigeration WILL NOT BE ABLE TO BE GIVEN due to inability to store them in a locked cabinet. Antibiotics prescribed three times a day can be given before school, after school, and at bedtime.
5. With new medication, the initial dose WILL NOT be dispensed at school. It must be given at home or the physician's office.
6. Prescribed medications must be stored at school in the prescription bottle and clearly state the student's name, medication name, dosage, frequency, route and administration instructions.
7. A School Medication Authorization Form must be completed by the physician and/or parent/legal guardian prior to administering any and all medications. UNDER NO CIRCUMSTANCES WILL MEDICATION BE DISTRIBUTED OTHERWISE!
8. A student may possess an epinephrine auto inject (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided a parent/legal guardian has completed and signed the School Medication Authorization Form.

### ***ACCIDENTS***

All accidents which occur at school must be reported to the office immediately. Students or teachers should report the particulars as soon as possible. Under no circumstances should a student leave the building because of injury unless leaving with the parent or his/her designee. When necessary, the parent will be notified by the office when their student is injured.

### ***EMERGENCY HEALTH CARE***

Accidents, injuries and illnesses do happen even though precautions are taken to avoid them. Minor injuries (superficial bumps, cuts, abrasions, etc.) will be treated at school. When necessary or appropriate, parents will be notified by phone and through the use of the accident report form. If there is an injury or illness which may require professional medical treatment, the district will make every effort to notify the parents/guardians of the child or other persons designated on the emergency record form. If the parents cannot be contacted and the injury or illness is perceived as an emergency, the rescue squad will be called and the pupil will be taken to an appropriate medical facility. The emergency record form serves as a source of information if the parents/guardians cannot be reached, authorizes transportation by ambulance and approves emergency medical treatment in the event parents/guardians cannot be contacted.

### ***COMMUNICABLE DISEASES***

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

1. Cover your nose and mouth with a tissue when you sneeze or cough. If you don't have a tissue, cough or sneeze into your arm.
2. Wash your hands often and thoroughly with soap and water, especially after you cough and sneeze. There are also hand sanitizer dispensers in every classroom, the cafeteria and locker rooms.
3. Avoid touching your eyes, nose or mouth since that is how germs are spread.

We need parental cooperation in this matter as well. Please review the common preventative practices with your child and keep them home if the following flu symptoms are exhibited: *Fever over 100° , Severe Cough, Sore Throat, Body Aches, Headache, Chills, Fatigue and or Vomiting and Diarrhea*. Those exhibiting flu like symptoms should remain at home for at least 24 hours after the fever has broke (without the use of fever reducing medications) in order to reduce the spread of the virus.

### ***INFESTING DISEASES***

The district will conduct 3 lice checks during the school year. Dimmick School will follow a no nit policy. When an infestation is confirmed, the child shall be excluded from school and all after school and extracurricular activities. The child's parents will be notified immediately to pick up their child. Additional written instructions regarding treatment of the student and the home environment are available from your local health care provider. Proof of examination by a health care professional that the student has no active head lice and is nit free shall be required before the child is allowed to return to school. Follow up checks will be conducted upon return to school. Periodic checks for infestation may be made throughout the school year. All persons treated for head lice should be treated a second time within 7-10 days. When multiple cases are detected in a class, parents will be notified to be aware of the situation.

### ***CHILD ABUSE***

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

## **THE SCHOOL AND COMMUNITY**

### ***SCHOOL BOARD MEETINGS***

The Board of Education typically meets at 7:00pm, on the third Monday of the month unless there is a Monday holiday or school is not in session. On those months an alternate day will be selected. The meetings are open to the public. Any parties wishing to address the Board are to contact the Superintendent at least ten days in advance of the meeting so their items can be placed on the agenda.

### ***VISITORS AND GUESTS***

The District has installed a security system at the front entrance. Persons entering the building will need to use the call system to have the door unlocked. Access to the building is limited to the front door only. All other doors are to remain locked during the school day. All visitors entering the building are required to sign in and out on the visitors log at the office entrance. No visitor is allowed into the classroom without first securing permission from the superintendent's office.

Parents must make appointments with both the teacher and superintendent if they wish to observe class procedures. If a parent wishes to confer with a teacher, an appointment must be made for a time outside of class hours. Children living outside of the district who are not of school age are not permitted to visit the classes. All visitors are expected to check in at the Superintendent's office before proceeding to their destination. High school age students and ex-students shall not enter the school during or after school unless the superintendent has granted permission.

Pre-school children will be allowed to attend P.T.O. sponsored programs and activities which take place during the school day provided that the pre-school children remain under the direct supervision of the parents. Parents are responsible to insure that there are no disruptions to the scheduled programs or classroom activities. Pre-school children will not be allowed to go out on the playground while recess activities are taking place.

**Parents bringing lunches should drop them off at the office no later than 11:00 AM. A staff member will get it to the student(s). Please be sure to consider healthy choices.**

### ***FUNDRAISING***

Fundraising activities outside of the Dimmick PTO or Board sanctioned activities are prohibited. There will be no school-wide student sales fundraisers. Special class fundraisers must be for a specific purpose and be approved by the Superintendent in advance.

### ***PARENTAL SUPPORT***

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

### ***SMOKING***

The use of tobacco products and smoking in the school and on school grounds is prohibited by State law during the school day and at all extra curricular activities.

### ***EMERGENCY DRILLS***

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The protection of children against hazards while attending school shall be the duty of the Superintendent teaching staff of the building. At the beginning of the school year, the Superintendent shall distribute to each teacher a plan for fire, civil defense and disaster drills. The district shall hold no less than three (3) full participation fire drills during the school term. Disaster drills and bus evacuation drills shall be conducted on a regular basis as prescribed by law.

***CRISIS PLAN-*** The Dimmick School Staff has been instructed on a formalized crisis plan which includes an annual CODE RED or LOCK DOWN DRILL to be conducted.

### ***FIRE DRILLS***

Fire drills will be held often throughout the year. Participation must be diligent and serious at all times. Students and teachers will follow these general regulations during a drill or an actual emergency:

1. Notification shall be by a steady buzzing sound of the alarm.
2. Following the teacher's instructions, proceed in a single file from the room to the designated assembly area.
3. All students are to walk quickly, without running, and remain quiet so that any given directions may be heard.
4. Teachers will see that doors and windows are closed and lights are out when leaving the room.
5. Attendance is to be checked by the teacher when the class arrives at its designated area. All students assigned to them must be accounted for. All students who were out of the room when the alarm sounded are to exit the building at the nearest exit and rejoin their class.
6. The principal will notify teachers and students when to return to the classrooms by ringing the outside bells. Alternate escape routes shall be established and practiced by individual rooms.

### ***TORNADO DRILLS***

Tornado drills will be held during the school year. Students and teachers will follow these general rules:

1. Notification will be by a varying high/low whirling sound.
2. Following the teachers instructions, proceed in a single file from the room to the designated assembly area. All students are to walk briskly, without running, and remain quiet so that any given directions may be heard.
3. Attendance is checked by the teacher when the class arrives at its designated area. All students must be accounted for.
4. Students who are out of the classroom when the alarm sounds are to go to the designated area. All students assigned to the teacher must be accounted for by the staff member.
5. The office will notify teachers and students when to return to classes.

### **STATE AND FEDERAL NOTIFICATIONS AND SAFETY REGULATIONS**

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#### ***NON-DISCRIMINATION***

The Dimmick Consolidated School District provides equal opportunities to all persons and does not discriminate in employment practices or educational opportunities on the basis of race, religion, sex or national origin.

#### ***SEX EQUITY***

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. The Board of Education has appointed Coordinators for Nondiscrimination for the School District, Mrs. Lory Kilanowski and Mr. Tom Lijewski. Students and parents are hereby notified of their right to initiate a grievance or complaint of illegal discrimination and of the Coordinator to whom such complaints shall be directed. Within seven calendar days of receiving a grievance or complaint of illegal discrimination, the Coordinator shall send a copy of the District's written grievance procedure to the complainant. The Coordinator shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The Coordinator may seek advice from related state grievance agencies. The Coordinator shall render a written decision, including the steps to be taken for further appeal of that decision. The written decision may be appealed to the School Board by submitting a written request for hearing before the Board. Written appeals are to be addressed to the Office of the Superintendent. The decision of the School Board may be further appealed to the Regional Superintendent of Schools pursuant to 105 ILCS 5/3-10 of the School Code of Illinois and, thereafter, to the State Superintendent of Education pursuant to 105 ILCS 5/2-3.8 of the School Code of Illinois, as provided in section 200.90(b) of the Sex Equity Rules.

#### ***STUDENT PREGNANCY***

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

***SEXUAL HARASSMENT*** Sexual harassment of students and staff is prohibited and is defined as:

1. An employee's unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that 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.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that 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 unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the building principal or superintendent. An allegation that one student was sexually harassed by another student shall be referred to the building principal for appropriate action.

**RECIPROCAL REPORTING ACT** (PA 88-376 addresses violence and criminal activities in school)

1. Each school district shall designate a person to communicate with local law enforcement agencies.
2. The school and law enforcement designees will meet as needed to share information.
3. The school designee will report all activities occurring on school property, off school grounds, or against school personnel.
4. The State's Attorney will provide the school with a copy of any delinquency dispositional order involving weapon offenses.
5. Local law enforcement will notify school designee of all arrests related to but not limited to weapons, criminal gang activity, and drugs. Notice of all convictions will be made if the record involved a student who is arrested or taken into custody after his or her 17th birthday.

**GUN FREE SCHOOLS ACT OF 1994**

The Gun Free Schools Act imposes a mandate upon states requiring expulsion for a period of not less than one year for students who are determined to have brought a firearm to school. Modifications of this requirement by the Superintendent are possible for individual students on a case-by-case basis. Police referrals will be made for violators of the district gun policy.

**STUDENT GANGS AND GANG RELATED ACTIVITIES**

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

**PEST MANAGEMENT**

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

**RECORDS**

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**PERMANENT RECORD**

The student's permanent record includes a copy of the birth certificate, social security number, student's and parents' names and address, telephone number, date of enrollment, attendance record, previous schools attended, health records, and report cards. These permanent records must be maintained by the school for a minimum of 60 years after the student has transferred, graduated or otherwise permanently withdrawn from school.

**TEMPORARY RECORD**

Temporary records include achievement test scores, school ability index scores, discipline records, and all other information not included in the permanent record. They will be maintained no longer than 5 years after the students have transferred, graduated or otherwise withdrawn from school.

**MAINTENANCE OF RECORDS**

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

**TRANSFER OF STUDENT RECORDS**

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

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

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights regarding their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
*Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605*

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

## **ASBESTOS MANAGEMENT PLAN NOTICE**

The District complies with all regulations relative to asbestos abatement. Additional information may be requested from the office of the Superintendent. The inspection/management plan is available for review during the hours of 8:00 a.m. and 4:00 p.m. in the Principal's office.

## **SCHOOL CALENDAR SUMMARY**

August 22-23	Teacher Institute Days ( <i>Non Student Attendance Day</i> )
August 24	1 <sup>st</sup> Student Attendance Day
September 5	Labor Day ( <i>No School</i> )
September 9	½ Day School Improvement 11:30 Dismissal, Fall Benchmark Meeting 12:00-3:10.
October 7	LaSalle County Institute Day ( <i>Non Student Attendance Day</i> )
October 10	Columbus Day ( <i>No School</i> )

November 3	Full Day Parent-Teacher Conferences 8:30-11:30 Progress Monitoring Date Meetings, 12:00-8:00 Conferences ( <i>Non Student Attendance Day</i> )
November 4	Half Day Parent-Teacher Conferences 8:00-12:00 ( <i>Non Student Attendance Day</i> )
November 11	Veterans Day (School in Session)
November 23	2:00 Dismissal
November 24-25	Thanksgiving Break
December 20	Tentative Christmas Program 6:00pm
December 21	2:00 Dismissal
December 22-31	Winter Break
January 1-2	Winter Break
January 3	Teacher Institute Day ( <i>Non Student Attendance Day</i> )
January 4	School Resumes
January 16	Martin Luther King Jr. Day ( <i>No School</i> ) ( <i>Possible Emergency Make-Up Day</i> )
January 20	½ Day School Improvement 11:30 Dismissal, Winter Benchmark Meeting 12:00-3:10.
February 20	Presidents' Day ( <i>Possible Emergency Make-Up Day</i> )
March 5-16	ISAT Testing Weeks
March 5	Casimir Pulaski Day (School in Session)
March 16	½ Day School Improvement 11:30 Dismissal, L-P Articulation Meeting 12:00-3:10.
March 30	2:00 Dismissal
March 31	Spring Break
April 1-9	Spring Break ( <i>April 9 is a Possible Emergency Make-Up Day</i> )
April 10	School Resumes
May 22	All School Awards Banquet 9:00 AM
May 24	Tentative 8 <sup>th</sup> Graduation 7:00pm
May 25	½ Day School Improvement 11:30 Dismissal Final Day
	Report Cards, Kindergarten Graduation & Spring Benchmark Meeting 12:00-3:10.
May 28	Memorial Day

## **EXTRACURRICULAR POLICIES**

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### ***EXTRACURRICULAR EXPECTATIONS***

Participating in any extracurricular activity is considered a privilege. District extracurricular programs will strive to build character in athletes by promoting INTEGRITY, DEDICATION, RESPECT & TEAMWORK at all times.

### ***PLAYING TIME***

Parents and students must realize that athletes who have a positive attitude, regularly attend practices and demonstrate skill and commitment to the team will receive playing time however, the amount of participation is at the coach's discretion and will be earned in practice.

### ***SCHOOL SPONSORED EXTRACURRICULAR EVENTS***

An athlete may participate in a non-school sport during a season provided the student's priority and commitment is with the school team. A commitment means that all non-school athletic conflicts are resolved in favor of the school team.

### ***PHYSICAL EXAMINATIONS***

Students participating in the athletics are required to have a physical examination, paid for by the parents, before participating. If a student has not received a physical examination by the day of the first practice, he/she will not be allowed to practice or play in any games until examined.

### ***EXTRACURRICULAR ACTIVITIES OFFERED***

- Girls' Basketball Grades 5-8 (4<sup>th</sup> to be determined by the Superintendent on an as needed basis)
- Boys' Basketball Grades 5-8 (4<sup>th</sup> to be determined by the Superintendent on an as needed basis)
- Girls' Cheerleading Grades 7-8 (6<sup>th</sup> to be determined by the Superintendent on an as needed basis)
- Girls' Volleyball Grades 5-8 (4<sup>th</sup> to be determined by the Superintendent on an as needed basis)
- Boys' & Girls' Track Grades 5-8 (4<sup>th</sup> to be determined by the Superintendent on an as needed basis)
- Scholastic Bowl Grades 7-8 (6<sup>th</sup> to be determined by the Superintendent on an as needed basis)
- Band Grades 4-8
- Peer Mediation Grades 6-8 by teacher recommendation

### ***ATHLETIC INSURANCE***

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

### ***SCHOOL ATTENDANCE***

Unless approved by the superintendent, a student participating in an athletic event should be in school the entire day of the contest.

### ***STUDENT ELIGIBILITY (AGE)***

No student may compete in conference team activities if he/she has reached the age of fifteen (15) prior to August 15<sup>th</sup> preceding the current school year. Students participating in Track and Scholastic Bowl must follow all IESA requirements for participation.

### ***DISCIPLINARY CODE OF CONDUCT***

Athletes are to be held to a higher standard. Students who participate in athletics are subject to all school regulations. These regulations apply to practices, contests or events. Any student who is scheduled for a detention, in-school, out-of-school suspension or expulsion for a disciplinary offense during the period when an athletic event or other activity is scheduled will not be allowed to participate in the events for the entire week, Monday through and including Saturday.

### ***PRACTICE SCHEDULE***

Coaches will distribute game and practice schedules. Coaches will be prompt and follow the practice times for dismissal. PARENTS ARE REQUESTED TO BE PROMPT WHEN PICKING UP THEIR CHILDREN. If school is cancelled, there will be no practice.

### ***ACADEMIC ELIGIBILITY & EFFORT***

Extracurricular activities are a privilege. Students are responsible for maintaining appropriate grades in all subjects. Student eligibility will be determined on a weekly basis. On the last day of the school week coaches and parents will be notified if a student is ineligible. Ineligibility means students will not be permitted to participate in or attend practices or games beginning Monday through and including Saturday of the next week. Students who are ineligible for three consecutive weeks will be removed for the remainder of the season. Be sure to check student progress through teacher ease.

1. **STUDENTS WILL BE INELIGIBLE TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES IF- They have earned below a 70% (F) average in any subject or are receiving below a 78% (D) average in more than one subject.**
2. **ACADEMIC EFFORT REQUIREMENTS-**A student must maintain a reasonable effort in all subject areas at all times in order to participate in athletics. Students must work to their potential. Examples of indicators which show evidence that a student is working and maintaining reasonable efforts in his or her studies include, but are not limited to the following: **Completing assignments on time and a active and constructive participation in class.**

### ***CONCESSION STAND***

The concession stand at home games will be open before games, at half time, between games and after games. Students in grades 5-8 will only be permitted to work if they are under the direct supervision of their parents at all times. No exceptions. **Please find a replacement if you are not able to work on your assigned evening.** When games resume, students must return to their seats. Students/children will not be permitted to play in the cafeteria during games.

### ***ATTENDANCE/SPORTSMANSHIP at EXTRACURRICULAR EVENTS***

Attendance of parents and students at extracurricular events is highly encouraged. **Students in grades 4 and under must be accompanied and supervised by an adult at all times. Students are to remain seated in the bleachers while games are in progress.**

Sportsmanship is extremely important and should be displayed by students and adults at all times.

**UNSPORTSMANLIKE BEHAVIOR WILL NOT BE TOLERATED**, such behaviors may result in removal from the event. Extreme and or repeated issues will result in individuals being banned for the season. If you have concerns or questions for the coach, call the school office and ask to set up a time to discuss the issue(s) in private.

Keeping our facilities looking great is everyone's responsibility. All garbage is to be put in proper containers.

### ***GYM FLOOR RULES***

Only athletes and coaches are permitted on the gym floor before, during, in between and after games. Proper shoes must be worn at all times. No exceptions!

### ***ATHLETIC UNIFORMS***

1. No team shoes will be purchased or required for participation. Students will be responsible for purchasing their own shoes.
2. Coaches will be responsible for distributing and collecting all uniforms.
3. Appropriate clothing for practices must be worn at all times.
4. Athletes will receive school distributed uniforms for all sports.
5. Warm-up t-shirts may be purchased for each sport through the District Booster Organization at a cost of \$5.00 each. T-shirt designs must be selected by the Booster Organization and approved by the Superintendent.

### ***LOCKER ROOMS***

Locker rooms will be provided for student athletes at athletic events. Students are to be supervised at all times. In the case where the coach is of opposite sex of the athletes, the coach must designate an individual of the same sex to properly supervise. Failure to do so will result in the loss of use of the locker rooms.

### ***ATHLETIC RULES***

Acts of disobedience and/or misconduct will be reason for disciplinary action. Listed as follows are specific violations of conduct and the penalties which may be imposed for any acts which occur on approved transportation vehicles at athletic contests, both on or off school grounds.

1. Parents are responsible to notify coach (in writing on attached form) of any medical problems/concerns prior to the first practice.
2. Coaches will provide a practice and game schedule to the athletes. Athletes must attend all practices and games. If there is a "C" team, they will only be required to attend away games if the opposing team has a "C" team as well. At home games, when the opponent lacks a "C" team, a 10 minute scrimmage will be played between the "B" & "A" games.
3. Athletes are required to sit with their teammates.

***Coaches are required to submit rules to the office for approval applicable to the individual sports that must comply with all school policies. These rules will then be given to each participant to be read by parents and athletes.***

**Consequences for violating rules, depending on the severity, may result in loss of playing time, suspensions and/or removed from the team. Examples include, but are not limited to:**

- A. Gross disrespect to an official referee, coach, adult or another student by either verbal or non-verbal means.
- B. Vandalism. (student will be required to pay any associated costs for repair or replacement)
- C. Unsportsmanlike conduct.
- D. Failure to attend practices and or games.
- A. Possession or use of drugs, alcoholic or cigarettes.

### ***GENERAL REQUIREMENTS***

The following items must be turned in to the Coach/Sponsor **before** the student will be allowed to participate in any extra-curricular activity, including practices:

1. Have read and signed an ATHLETIC EXPECTATIONS AND HANDBOOK ACKNOWLEDGEMENT form available online at [www.dimmick175.com](http://www.dimmick175.com)
2. Physical (athletics only).

### ***CONFERENCE RULES***

In cooperation effort to develop a few procedures which will be observed by all Prairie Conference member schools, the administrators of these schools have adopted the following policies, which will be observed throughout the Conference. It is definitely not the purpose of these policies to unduly restrict the enjoyment of our home and away-from-home athletic events by their spectators. Rather, they are solely intended to provide similar services, actions, and attitudes among the member schools to further the cooperation, support, and understanding of all persons who attend our activities. It is presumed and hoped by the Prairie Conference administrators, who represent their individual schools as hosts and visitors, that such mutually agreed upon policies will insure a maximum of enjoyment for everyone.

1. NO SODA will be taken into or consumed in the gymnasium or any other area of the school which is similar prohibited.
2. Walking across, upon, or otherwise being on the gymnasium floor by spectators is prohibited.
3. There will be no unsupervised unauthorized shooting of baskets.
4. SMOKING WILL NOT BE PERMITTED ON SCHOOL GROUNDS DURING ANY ATHLETIC EVENT.
5. All students enrolled in grade four and below will not be admitted without a responsible adult, who will supervise.
6. Only authorized persons (team members, coaches, managers or others specifically authorized by representatives from the host and visiting school) will be admitted to the locker rooms.
7. The host school will not be responsible for valuables left in the locker room(s) by the visiting school. Such valuables must be properly provided by and secured safely by the visiting school authorities or, if requested by the home school authorities.
8. The visiting coach is responsible for checking out the condition of the locker room(s) used before leaving for home. Any problems observed will be reported immediately to the home school authorities.
9. Any grade or high school student who leaves the school building during the game(s) without authorization will be required to pay a full second admission fee to secure return.
10. Conference policy, as interpreted by all member schools, encourages and expects all spectators to observe and demonstrate good sportsmanship at all times, whether at home or away from home. Unsportsmanlike conduct has absolutely no place in the kind of environment desired at all athletic events in which the Prairie Conference schools participate.