

# DUPO

## JUNIOR SENIOR HIGH SCHOOL

2018-2019

### STUDENT-PARENT HANDBOOK AND SCHOOL AGENDA

#### **MISSION STATEMENT**

The mission of Dupo Community School District 196 is to meet the needs of individual students through a broadly based curriculum that prepares all learners to solve problems and communicate in the Twenty-First Century.

**Principal**

**Mrs. Tiffany Zobrist**

**Assistant Principal**

**Mr. Tim McChristian**

**Special Education Technical Coordinator**

**Mr. Kraig Roth**

**School Guidance Counselor**

**Ms. Krystin Baker**

**School Social Worker**

**Ms. Ashley Hughey**

600 Louisa Avenue Dupo, Illinois 62239  
618-286-3214

This book belongs to

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John Daab	<a href="mailto:jdaab@dupo196.org">jdaab@dupo196.org</a>	7 <sup>th</sup> –Language Arts
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Susan Kautzer	<a href="mailto:skautzer@dupo196.org">skautzer@dupo196.org</a>	7th - Science
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**Special Education Staff**

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This handbook contains policies, procedures, regulations, and general information students and parents need to know to understand the operation of Dupo Junior - Senior High School. The handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the current practices, procedures, rules, and regulations. Membership in a school organization or participation in a school activity either as a member of a group or as a spectator is a privilege and not a property right.

In the event that a student or parent does not fully understand this handbook’s contents, he/she should not hesitate to call the junior-senior high school office for clarification. It should be known, from time to time, changes in the handbook procedures are necessary during the school. The school will do its best to notify all parents if changes are necessary and do occur.

**PHILOSOPHY**

The philosophy of Dupo Junior-Senior High School is to provide a quality educational program for all of the children of the school district. The Board of Education and the staff of Dupo Junior-Senior High School will not permit anything or anyone to interfere with its mission of providing educational services to children. The school understands that parents have the greatest influence upon the lives of their children. We expect parents to support the mission of the school and to support the school’s discipline plan. When the objectives of the school and the parent are mutually consistent, it is easier for the student to understand what is expected of him or her. The Dupo Community Unit School District #196 Board of Education is committed to the goal of safe schools and an orderly process of instruction. This commitment requires that members of the Board of Education, administrators, teachers, parents, and students assume their share of responsibility toward the attainment of that goal.

## SCHOOL FEES

Illinois state statutes and school board policies require Dupou Junior-Senior High School to collect fees to help cover or defray consumable or athletic fees. Fees are set by the Board of Education and should be paid in the school office during registration. The Board of Education of Dupou Community Unit School District 196 has set the following fees for the 2015-2016 school year:

### **Junior High Fees:**

Consumable supply fee: ..... \$95  
Sports: (per sport) ..... \$25  
(There is a max of \$100 per family per year for sports.)

### **Senior High Fees:**

Consumable supply fee: ..... \$100  
Sports fee: (per sport) ..... \$35  
(There is a max of \$100 per family per year for sports.)  
Drivers' Education fee: ..... \$125  
Missed Drives: ..... \$40  
Graduation fee: ..... \$50  
(Dupou High School does not pay any lab or shop fees associated with Beck)

### **General Fees:**

Breakfast price: ..... \$2.05  
Lunch price: ..... \$3.05  
Replacement ID: ..... \$5.00  
Agenda Replacement: ..... \$5.00  
Replacement Lock: ..... \$5.00

**All current school year fees must be paid in full before the first practice or participates in any other extracurricular activity. Back fees will not preclude them from playing. Payment plans will not be offered.**

**ANY extracurricular activities such as dances (homecoming and prom), all fees must also be paid in full (current and past) before being allowed to attend and participate.**

**For Driver's Education all fees (current and past) must be paid in full before completion of the program.**

**For graduation, all fees must be paid 10 days prior to graduation, any fees accumulated or remaining must be paid for in cash if less than 10 days remain prior to graduation.**

**If a check is returned to the district, due to insufficient funds, the school will not accept any checks for that student for the remainder of the school year. Only cash will be accepted until the start of the following school year.**

Upon request, the school office will provide parents with applications for a waiver of school fees (but not athletic or activity participation fees). Families who receive Aid for Families with Dependent Children or who are eligible to receive free lunches may be eligible for a waiver of fees. Each request for a waiver will be evaluated by the principal. Parents who have questions about school fees or fee waivers may call or visit the Junior-Senior High School Office, 286-3214 between the hours

of 8:00 a.m. and 4:00 p.m. on week days. Un-waived fees from prior years will not be removed from student accounts.

## **STANDARDS FOR STUDENT CONDUCT**

Students must act in a manner which promotes a positive educational and social experience for themselves and for others. No student may engage in any behavior which will endanger or threaten the safety of others, that will damage property, or that will impede in any way the educational process in the school. Administrators may make supplemental rules when unforeseen circumstances arise.

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable. School officials shall consider, when feasible, forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties.

Discipline is administered on a case-by-case basis and is at the discretion of school administrators and Board of Education. The level of consequences imposed will be consistent with the Illinois School Code.

The following are guidelines for school officials and the Board of Education when determining the appropriate discipline consequence. The guidelines do not allow for zero-tolerance discipline except as required by federal law or in the Illinois School Code.

### **Acts of Misconduct—Type 1**

The following behaviors are prohibited by Dupu Community Unit School District 196. The disciplinary guidelines and procedures used in dealing with those behaviors are listed below:

1. **Creating classroom disturbances.** Any action that interferes with the normal flow of a well organized lesson.
2. **Dishonesty, copying, cheating** or any other sort of academic dishonesty
3. **Littering.** Careless discarding of rubbish or other items.
4. **Tardiness.** Failure to begin a class at the assigned time without an acceptable excuse.
5. **Bus Misconduct** (including Field Trips). The school bus is considered an extension of the school. The rules of conduct which apply in the building or on school grounds also apply on the bus or while waiting at the bus stop.
6. **Disrespect/Insubordination** to teachers or those in authority. Open or persistent defiance of authority and/or school and classroom rules and regulations. This includes the willful failure to respond or carry out any reasonable requests by authorized school personnel. Students have the responsibility to comply with any reasonable instruction or request from any teacher on the school staff, student teachers, school aides, bus drivers, or principals.
7. **Forgery** or the use of forged notes, passes, or excuses.
8. **Gambling** Participation in games of chance or skill for money or profit.

9. **Loitering** includes (but is not limited to) hanging around hallways or rest rooms during school hours. All students who are not under the direct supervision of a teacher must vacate school grounds by 3:00 pm. unsupervised students may not enter the school building prior to 7:40am unless they ride a bus. If the bus arrives early, students are not to leave the cafeteria until 7:40am.
10. **Stealing** inexpensive items.
11. **Truancy.** Unexcused absences from school, skipping classes, homeroom, meetings, assemblies, or other school assignments.
12. **Unsafe Acts:** Safety infractions include (but are not limited to) spontaneous scuffles, horse-play, throwing articles, or any other conduct which creates a hazard.
13. **Public Display of Affection:** Displays of affection are inappropriate within the school environment because they distract from the educational process. Holding hands is not considered an inappropriate display of affection.
14. **Pass for Hallways:** Students must be in their classrooms or other assigned area unless they have a pass. Teachers may not permit a student to leave the classroom area without a pass.
15. **Cell Phone/Pager:** Students are not to have them on or out. They should be left in their locker.
16. **Dress Code Violation**
17. **Outside Drinks or Food:** No outside drinks of any kind, this includes but not limited to, plastic water bottles, plastic soda bottles, Styrofoam cups, or any energy drinks of any type. Any outside food must be eaten in the cafeteria before school or during lunch.

### **Response to Type 1 Misconduct**

**Teachers:** Dupo Junior-Senior High School expects teachers and parents to be able to work together to solve most discipline problems involving misconduct at school. Teachers may take steps which include but are not limited to:

- a. conference with the student.
- b. conference with parents.
- c. withdrawal of privileges.
- d. temporary removal from class (10 minutes or less).
- e. requesting administrator to assign after-school detention.
- f. student may offer a sincere written or verbal apology to teacher.
- g. cell phone will be handed into the office. The first incident will receive an after school detention and student may pick up the phone in the office after school.

Any additional incidents will result in further disciplinary actions.

If the student does not respond, the teacher will try other items listed above or seek assistance from an administrator. An attempt to contact the parent by the classroom teacher is required as soon as possible when a student does not respond. Dupo Junior-Senior High School expects parents or guardians to provide the school with means of making contact by telephone. Furthermore, the school expects parents and guardians to support the discipline program of the school when it is applied to their children.

## **Administrators:**

When teacher efforts to resolve discipline problems have failed, the teacher will refer the child to an administrator for further attempts to convince the child that it is in his or her interest to follow school rules and policies. An administrator will review the case and listen to the child's version of events and make a decision regarding further consequences for the child's actions as determined on a case-by-case basis. These consequences may include, but are not necessarily limited to the following:

- a. counseling
- b. verbal reprimand
- c. after-school detention
- d. lunchtime detention
- e. alternative education room
- f. out-of-school suspension for ten days or less
- g. required conference/hearing with parent
- h. financial restitution
- i. referral to district support services or outside agency
- j. request for expulsion from school to the board of education

Teachers and administrators have a degree of latitude in making decisions about the consequences of negative behavior and are expected to utilize their professional judgment at all times. School administrators will use the following referral procedures as guidelines when administering discipline. All levels of referral will be made on a case-by-case basis.

### **Referral #1: Conference**

If the student continues to display inappropriate behavior and the teacher has completed at least three steps (including parent contact), the student may be referred to the office for a conference with an administrator. Items such as a required parent meeting, withdrawal of privileges or other items that might be deemed necessary will be discussed. Should the initial referral be for a relatively serious offense (at the discretion of the principal on a case-by-case basis), the child may face more serious disciplinary action (such as in-school detention, after-school detention, or suspension) as the result of this offense.

### **Referral#2: Possible Alternative Education Classroom or After-School Detention**

If the student's conduct at school following referral one does not improve, the administrator may assign the student to the in-school detention room (ISD) for a period of time. Students will continue their school work in the alternative education room. Following a conference with an administrator and depending upon the nature of the offense and the demeanor of the child, students may be immediately assigned to the alternative education classroom. Assignments will be requested from teachers to be ready as soon as possible after the alternative education room starts. After-school detention may be assigned for misconduct including, but not limited to, being unprepared for class, excessive tardiness, or disruptive behavior.

Failure to serve a detention may result in further discipline as determined by school officials on a case-by-case basis, including up to a suspension from school of one day. Transportation home will be the responsibility of the parent.

### **Referral #3: Possible Out-of-School Suspension or Out-of-School Detention**

If the student is not responding to the school's discipline program, and depending upon the nature of the offense, and/or if the parent is not working with the school, the child may be suspended from school. The student will not be allowed to attend school functions or be anywhere in the vicinity of the school property at any time. No student may participate in extra-curricular activities while suspended. The principal or assistant principal may schedule an **out of school detention (OSD)** at Safe School depending upon the nature of the offense. Full credit of any homework is received by the student if they successfully complete each day of OSD assigned.

### **Referral #4: Out-of-School Suspension**

Continuing acts of disobedience or gross misconduct on the part of the student may cause the administrator to issue a suspension from school as determined on a case-by-case basis by school. The student will not be allowed to attend school functions or be anywhere in the vicinity of the school property at any time during the suspension. No student may participate in extra-curricular activities or enter school grounds while suspended.

### **Referral #5: Suspension From School Discuss Assistance.**

If the student does not respond to discipline, and/or the parent has not indicated support, the principal may suspend the student and schedule a meeting to discuss alternatives for the student. All decisions will be made on a case-by-case basis by school administrators. A request for expulsion will be one of the alternatives to be considered. This conference may be attended by the student, parent, superintendent, principal, selected teacher, other selected staff members, and possibly outside consultants. School participants may be called upon to suggest alternative educational programs.

### **Referral #6: Possible Expulsion Request to the Board of Education**

Continued violations of behaviors and lack of progress in the discipline program may cause an administrative recommendation to the Board of Education for expulsion as determined on a case-by-case basis by school administrators.

### **Acts of Misconduct—Type 2**

"Type 2" behaviors are acts of gross misconduct or disobedience which are seriously disruptive, damaging to the educational process, and/or which create a safety hazard to students, staff, and/or school property.

These acts of misconduct are either illegal for students or are so serious or so disruptive to the educational process that they require immediate action on the part of teachers and administrators. Such behavior includes (but is not limited to) that which is listed below.

1. **Use of tobacco in school and/or on school property.** This includes smoking, chewing, or dipping of any type, and/or possession of same (possession or use of any tobacco product is forbidden by statute on school property or at any school event). Paraphernalia associated with smoking (including but not limited to lighters or matches) will be confiscated. This section also applies to tobacco "look-alike" products.
2. **Verbal Abuse or Abusive Language.** Name calling, profanity, obscenity, racial slurs, or other derogatory statements including (but not limited to) gestures, writing, or drawing directed toward another student or toward a staff person, teacher, or other person.
3. **Serious Type 1 Behavior.** Repeated violations and serious outbursts of a Type I behavior may cause more serious and immediate disciplinary action to be taken. This may include setting off "stink bags" at school.

4. **Extortion.** Obtaining or attempting to obtain something by force, by threats, or by intimidation.
5. **Fighting.** Premeditated or aggressive, hostile bodily contact. Attempting to cause and/or causing injury to another student or staff member may result in a legal charge of assault and battery in addition to school discipline.
6. **Trespassing.** on school property or improperly using school-owned or operated equipment or communications technology. Entering without permission an area of the school building or school-controlled property which is restricted in use at any time. For example, entering the Little Woods or fenced ball fields or athletic facilities without teacher permission is considered trespassing on school property. A further example would be the use of school intercom equipment without permission.
7. **Vandalism.** Defacement or destruction of any school building or fixture (such as safety equipment) including the willful writing, marking, drawing characters, etc. on walls, furniture, or fixtures. Students who maliciously or intentionally attempt to burn any property may be charged with arson in addition to being subject to school discipline.
8. **Theft of school property.** such as athletic equipment, lunchroom food, or other property owned by the school district.
9. **Gross Disobedience.** Continuing disobedience and or chronic violation of school rules, probation terms, or discipline contract which, in the opinion of the school district, has either interfered with the rights or safety of the faculty or staff and/or other students or disrupted the educational process of the school.
10. **Closed Campus Policy.** No student may leave campus without the permission of the principal, the nurse, or guidance counselor. Students must remain on campus from the time they arrive by bus or automobile or from the time at which they are dropped off by someone. No one may leave campus during the lunch period. Note that this rule applies regardless of the age of the student.
11. **Sexting.** Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images
12. Being involved with any public school fraternity, sorority, or secret society.
13. **Food Fights.** Initiating or inciting a food fight is considered risk to the safety of others in the cafeteria during lunch.

### **Response to Acts of Misconduct – Type 2**

The above behaviors are considered very serious and will not be tolerated at Dupo Junior-Senior High School. Students who engage in this type of behavior disrupt the orderly operation of the school and/or classes. When a school administrator believes that a student has engaged in conduct that may be illegal, the administrator may report the student's suspected action to law enforcement officers for possible legal action in addition to disciplinary action taken by the school.

#### **Referral #1: Possible Out-of-School Suspension**

On the first violation of a Type 2 behavior, the Administration may issue an in-school suspension through an out-of-school suspension for 3 days as determined on a case-by-case basis.

#### **Referral #2: Suspension from School**

On the second violation of a Type 2 behavior, the Principal may issue an in-school suspension from school through an out-of-school suspension as determined on a case-by-case basis.

### **Referral #3: Suspension from School--Possible Expulsion Recommendation to the Board of Education**

Continued violations of school policies, a serious violation, or lack of progress in the discipline program may be just causes for an administrative recommendation to the Board of Education for expulsion as determined by school officials on a case-by-case basis.

#### **Acts of Misconduct—Type 3**

"Type 3" behaviors violate school policy and, possibly, related laws. They are extremely serious matters involving danger to one's self and to others. They also compromise the safe operation of the school and the safety of the students.

##### **1. Drugs or Alcohol.**

This offense includes delivery, use, possession, or being under the influence of any type of alcoholic beverages, illegal drugs, simulated or look-alike drugs, prescription drugs or alcohol in school or on the school property at any time day or night. Being under the influence means that, in the opinion of a principal, behavior and/or judgment are impaired. "Use" of a banned substance would include inhaling, injecting, or assimilating a banned substance through skin or other tissue. "Delivery" means transfer of control and includes any such incident, whether a sale or a transfer without payment. The school recognizes that control may be transferred without the product being present. "Possession" includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile, or (c) in a school's student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event. Also forbidden is the possession of drug paraphernalia, including literature promoting drug use.

##### **First Offense:**

The administration may report the student's actions to law enforcement officers. The District will confiscate all drug paraphernalia and turn over to law enforcement personnel. The Administration may issue an in-school suspension up through an out-of-school suspension with the recommendation of expulsion.

##### **Second Offense:**

The administration may issue an in-school suspension through an out-of-school suspension with the recommendation for expulsion.

DUPO JUNIOR-SENIOR HIGH SCHOOL RECOMMENDS THAT STUDENTS WHO USE DRUGS SHOULD BE EVALUATED OR TREATED BY A TRAINED DRUG COUNSELOR OR A LICENSED PHYSICIAN TRAINED IN SUBSTANCE ABUSE.

DUPO DISTRICT 196 IS NOT, AND WILL NOT BE, LIABLE FOR ANY EXPENSES INCURRED IN RECEIVING AN ASSESSMENT OR ANY RECOMMENDED TREATMENT.

##### **2. Firearms, Weapons or Explosives (including fireworks)**

Possession and/or use of any firearms, explosive, dangerous or noxious chemicals (such as pepper spray or Mace), fixed blade knives, or any weapon on school owned or rented property, or at school sponsored activities off school property is strictly prohibited. All knives which are spring loaded or gravity activated in any form are prohibited by law and by school policy. Violation of this policy will result in a ten-day suspension and the possible recommendation to the Board of Education for an up-to-360-school-day or a two-year expulsion.

The Board of Education of Dupo Community Unit School District 196 has requested that all students who are accused of bringing a weapon to school be brought before the board for an expulsion hearing.

Possession and use of other objects, including but not limited to firearm look-alikes and folding pen-knives, which do not fall within the statutory definition of a weapon, but which can, or are thought to be able to, inflict physical injury, or which are disruptive to the educational process, will result in a minimum ten day suspension with the possibility of a recommendation to the Board of Education for expulsion for up to 360 school days. This policy would also, for example, apply to the possession or use of devices that project or squirt fluids, such as water guns and air soft guns of any type.

Students who have knowledge of the presence of a weapon on school property or know of any hazard to anyone's safety should report their knowledge to school personnel. Anytime a student feels threatened or is worried about his or her safety, the student should discuss the matter with a teacher or one of the principals.

### 3. Threats

Threats made to students and teachers will be reviewed individually based upon the content of the threat. School action, police action, and legal action may result. The statement that the threat was a joke and not a serious matter will not be considered an acceptable excuse. Students cannot make verbal and/or implied threats to teachers, staff, or students which could alarm, disturb, or interfere with the orderly operation of the school or which would cause anyone to fear for his or her safety. Statements such as, "I'll shoot you," or "I'll bomb this place," or other more subtle comments that may be construed as threats to the safety of students and staff are not allowed.

Similar to statements made at airports, these statements will be taken seriously. Students who make threats against students, staff, or any school personnel will be subject to discipline for gross misconduct.

The administration may report the student's actions to law enforcement officers and may issue the student an in-school suspension up through an out-of-school suspension with the recommendation of expulsion.

4. **Hazing, Initiation, or Bullying:** Pursuant to Board policy 7.190, (which prohibits "any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct") hazing or initiation of any kind is strictly forbidden. This includes any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are, or include, other students. This will also include any cyber bullying which may take place during the school or outside of school which directly effects the educational and learning process.

#### **First Offense:**

The administration may report the student's actions to law enforcement officers and may issue the student an in-school suspension up through an out-of-school suspension with the recommendation of expulsion.

### 5. Gang Activity

Any form of gang activity or look-alike gang activity is prohibited on school property or off school property at any school function. Such conduct includes, but is not limited to:

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

Students engaging in any gang-related activity may be subject to one or more of the following actions as deemed appropriate by the principal and Board of Education as determined on a case-by-case basis:

1. Removal from any extra-curricular and athletic activity.
2. Conference with parent or guardian
3. Referral to police authorities
4. A maximum ten day suspension
5. Expulsion request to the Board of Education

### **SUPPORT SERVICES**

A student who has been suspended out-of-school for more than 4 days may be provided with support services during the time of the out-of-school suspension as deemed appropriate by school officials.

### **RE-ENGAGEMENT OF RETURNING STUDENTS**

The building principal or designee shall meet with a student returning from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student following a period of exclusion from the school setting. Additional re-engagement services may be provided as deemed appropriate by school officials.

### **IN-SCHOOL DETENTION**

When a student is signed ISD it is result of having exhausted all other options for discipline, with the exception of OSS. When a student is placed into ISD they should arrive prepared to work on any and all homework that will be sent to them by their respective teacher(s). IF a student becomes ill or is taken out of school for any reason and fails to complete a full day of ISD, that day will not count and the student will have to repeat a day in ISD. When in ISD the students must comply with the rules of ISD. Any failure to comply will result in one day of suspension from school. There also will be no outside food or drink allowed in ISD.

## **How to Settle Disputes Between Students**

Dupo Junior-Senior High School offers a variety of ways for students to settle their differences. Should students be involved in disagreements that may lead to a physical confrontation, the students should seek an adult teacher, counselor, or administrator to help mediate their disputes. A student who feels threatened or in danger from another student should seek protection from a teacher or other adult employee of the school who should report the matter to a principal. Student fighting will not be tolerated.

The student responsible for the fight may be suspended from school. If it is determined that both students were equally responsible, or if a student passes the point of self-defense, or if the responsible party cannot be determined, then both students will be suspended. The school may contact law enforcement officers and may file charges against one or more students as the result of fighting.

Victims of assault and battery may file charges on their own behalf. Repeated violations of the rule against fighting will result in a recommendation for expulsion.

## **STEPS FOR RESOLVING PROBLEMS AT DUPO JUNIOR-SENIOR HIGH**

Normally, problems that arise in the school setting should be solved between teacher and student. If these efforts are not successful, the parent, student, and teacher should work together to resolve the issue. Should these efforts prove fruitless, student and parent may meet with social worker, guidance counselor, teacher, and administrator. Following this step, the parent may request a meeting with the Superintendent of Schools. Should all of these steps fail to resolve the issue at hand, the parent may request to present the problem to the board of education at a regular meeting. Normal school board operating procedures would apply. Dupo Junior-Senior High School is committed to the success of each individual student. Normally, we expect parents and teachers to resolve issues at the classroom level.

## **CORPORAL PUNISHMENT**

Corporal punishment is illegal and will not be used. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

## **DRESS CODE**

Students must dress in a manner that is appropriate for school. Students may not dress in a way that will distract from the educational process or in a way that may cause health, safety, embarrassment, discomfort or other problems for themselves or others. Any student whose attire or adornment is, in the opinion of the teacher or principal, inappropriate, offensive, or a safety risk, will be required to obtain suitable clothing before he or she may participate in class.

Proper attire for students attending Dupo Junior-Senior High School includes shirts, tops, and dresses, and pants, shorts, or skirts or slacks that fit properly at the waist. No blankets may be worn in class or in school at any time.

Students may wear sleeveless tops if the top is designed as sleeveless and if the straps are at least three inches wide. If a child wears shorts, the bottom of the shorts must be mid-thigh.

Improper attire includes the wearing of hats, bandanas, sweatbands, "do-rags," backless tops, tank tops, any clothing that exposes the midriff, halter tops, sports bras, tops with plunging necklines, miniskirts, mini skorts, undergarments worn outside other clothing, pajamas or any item of clothing that reveals undergarments. For safety reasons students will not be allowed to wear bedroom

slippers or saggy pants. If pants are sagging, students will be required to wear a belt.

Jeans or pants with holes or with excessive wear above the knee will not be acceptable and will be a discipline issue. Clothing with suggestive or inappropriate writing, writing of a suggestive or lewd nature, or which advertises or promotes substances which are illegal for minors, is not to be worn.

For example, students may not wear clothing which advertises or displays the logos of alcohol or tobacco products. Clothing or jewelry which makes references to drugs, illegal substances, or sexual material (i.e. Playboy bunny) may not be worn. Students and parents should refer to the section on gang activity for information about clothing that is suggestive or indicative of membership in a gang. Students may not wear chains or other apparel or adornment that includes spikes. These items could, in certain school settings, present a hazard to the wearer or to those around him or her.

Hats may not be worn any time during the school day in the building. They may be worn at evening athletic events. Students may not wear coats or jackets (that are designed as outdoor apparel) in classrooms or at other times during the school day unless they have the permission of the administration. Students who fail to follow the above policy regarding student dress will be given the opportunity to change clothes, cover themselves appropriately, or will be removed from class until such time as they are appropriately dressed. Students who refuse to comply with a direction to modify their dress may be subject to discipline for insubordination. A student who continues to violate the dress code may be subject to suspension for continuing incidents of misconduct and insubordination. Physical education teachers will require students to remove hoop, or dangling earrings and other facial or body piercings during physical education activities.

### **CELL PHONES AND PAGERS**

Cell phone use will be permitted during passing periods and in the cafeteria during breakfast/lunch periods, granted there is no disturbance during the passing periods or breakfast/lunch periods. (High School Only)

Cell phone use in the classroom will be permitted only under the guidance and instruction of the classroom teacher. Any student possessing a cell phone will be expected to place the cell phone on their desk, have it turned on "silent", and facing down on the student's desk while in class. (High School Only) Students who violate this policy will be assigned detention and any further violation of this policy will result in further discipline as determined on a case-by-case basis.

Use of cell phones or electronic devices by junior high school students is still strictly prohibited from 7:40 (beginning of school day) until 2:54 (dismissal of school day).

Students who use cellular telephone or electronic messaging technology to cheat or to assist another student in cheating or who use cellular phones containing cameras in common private areas such as rest rooms or locker rooms or without others permission may be disciplined for gross misconduct. Electronic paging devices are prohibited at school.

While using a cell phone is permitted by the students during passing periods, breakfast, and lunch periods, it is strictly forbidden for students to post to social media during school hours. Any such posts which come to cause a disruption to the school day and the educational process will be handled as a serious level one discipline matter. There is absolutely no videotaping or taking pictures of other students without their consent or knowledge.

## PERSONAL PROPERTY AT SCHOOL

Students should not bring valuable items to school. Radios, tape players, CDs, iPods, laptops or MP3 players are not allowed at school. Money should be limited to that which is needed for the day's activities. Property of value should be locked in the student's locker.

Students may not share their lockers and should keep their locker combination confidential. Students must not bring personal property to school that would cause a hazard to others. Such items would include laser pointers. Items which could be a hazard to others will be confiscated and the student subject to discipline for misconduct. The school is not responsible for loss, damage, or theft of students' personal property at school. Students who violate this policy will be disciplined on a case-by-case basis.

## CAFETERIA POLICIES

Students must use the student ID provided by the school for the purchase of food items sold in the cafeteria. **Because of changes in federal and state regulations, everyone must prepay their accounts in the cafeteria and pay for all items using their ID cards or student pin number(s). Cash will no longer be accepted for payment at the time of sale.** See the following section in this handbook pertaining to the ID cards for further information. All monies must be turned in before 8:00 a.m. in the main office. If student is a late arrival, they must turn their money in to the office before reporting to class.

### Breakfast Program:

Breakfast will be served in the cafeteria between the hours of 7:30 and 7:50 a.m. All students must finish and be in class by 8:00.

### Lunch:

All students must eat the noon meal in the school cafeteria. Meals may be purchased in the cafeteria or brought from home. All students must report to and remain in the cafeteria for the duration of the lunch period. Students may only use the vending machines in the cafeteria area during the lunch period. All other machines are off limits. Students should use the rest rooms before arriving at the cafeteria or use the rest rooms and drinking fountain in the cafeteria area.

The following are rules for using the cafeteria:

1. Take your place in line. Avoid running, pushing, breaking in line, and do not "save a place" for your friend.
2. Use acceptable table manners. Condiments may not be removed from the condiment table.
3. You must take care of your own tray, plate, silverware, napkins, and trash. See that the place you had lunch is as clean when you leave it as it was when you found it.
4. Do not litter the cafeteria. Violation of the above rules will subject the student to discipline for misconduct.

Misconduct at lunch time will subject the child to discipline which may include asking the child to clean up following the lunch period. Stealing from the cafeteria or from students or vandalism of cafeteria equipment or furnishings will result in a demand for restitution and a possible suspension from school.

## STUDENT IDENTIFICATION BADGES

Students will be provided with an ID for the school year. Students are no longer required to wear their IDs at the high school level only. All students will be expected to carry their ID at all times and to produce their ID upon request by any staff member.

If a student needs an ID they are expected to obtain a new ID from the school library aide prior to school beginning at 8:00. IDs that are defaced or decorated are unacceptable; students will be required to purchase a replacement. Any student found attempting to use an ID not his or her own will be subject to discipline for misconduct.

Students who violate this policy will be assigned detention. Any further violation(s) will result in discipline as determined by school administrators on a case-by-case basis.

## PHYSICAL EDUCATION CLASSES

Students are required to take daily physical education each year except:

1. Those exempt for medical reasons verified by a physician.
2. Or other students as determined by the principal.

All Junior High and High School students taking physical education must dress out in a school authorized uniform. This includes appropriate shoes, socks, trunks, and DHS gym shirt and shorts. Students enrolled in Physical Education class must dress every day. Locker room areas used by physical education classes are off limits to students except during their PE class dressing period or as authorized by a teacher or coach.

Furthermore, the gymnasiums, weight room, and all other athletic facilities at Dupo Junior-Senior High School are off limits to students except during PE classes or when they are under the direct supervision of a teacher or coach.

Students will be assigned a locker and are expected to secure their possessions during the physical education class by keeping them in their lockers. Students should keep their P.E. uniform in their hall locker until P.E. class. Students should not keep their P.E. uniform in the locker room.

## SCHOOL LIBRARY PROCEDURES

Dupo Junior-Senior High School library functions as an integral part of the total educational program. The goal of the library program is to support the teaching of the curriculum. The library operates under the following procedures:

### **A. Check-out Procedures**

1. Books are checked out for a period of three weeks.
2. Magazines must be used in the library and may not be checked out.
3. Reference materials are not available for check-out and must remain in the library.

### **B. Fines**

Overdue books are charged at a rate of 10 cents per day (excluding weekends and holidays).

### **C. Lost Materials:**

Students will be charged for the replacement cost of lost material.

### **D. Special Services:**

1. There is a copy machine available to students. All copies are ten cents each.  
NO CREDIT!

2. The library has a variety of computers and printers for students to use when permitted by their teachers. Students will be charged a ten-cent fee for printing materials from the library printers. NO CREDIT!
3. Students may survey or order materials from the Lewis & Clark Library System.

The library exists solely as a learning center and supports the educational process of the school. Students whose conduct interferes with the operation of the library are subject to discipline for misconduct.

Students who intentionally modify the settings of or who intentionally misuse the computers in the library will be prevented from using them in the future and may be charged with vandalism.

### **USE OF ELECTRONIC DATA NETWORKS**

The Board of Education has provided electronic networks including the Internet with the goal of enhancing the school's curriculum. The Board is not responsible for any information that is lost, damaged, or unavailable when using the network or any of the district's computers. Neither will the board be responsible for any charges or fees resulting from the use of the network.

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the district has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a disciplinary rule or policy.

The district's electronic network is part of the curriculum and is not a public forum for general use. All use of the network, including the Internet, must be in support of the school district's curriculum or for legitimate school business purposes. Use is a privilege and not a right. General school rules for student behavior and communication apply when using electronic networks. In order to have access to the school district's electronic network, students and their parents must sign the district's Authorization for Electronic Network Access. Students who violate the terms of the Authorization for Electronic Network Access may lose their access privileges and may be subject to school discipline for misconduct.

### **SCHOOL BUS POLICIES**

Dupo Junior-Senior High School cares about the safety of all its students particularly while riding the school buses. Video tape and cameras will be used on busses to insure students' safety and will only be used by the administration for disciplinary issues. It is important for students to remember that they must do nothing to distract the driver from his or her main duty to operate the bus and transport children safely to and from school.

1. Students who wish to ride the school bus must follow bus company rules at all times.
2. A pass must be obtained from the office if you need to ride a bus other than the one to which you are assigned. A pass will only be issued if the office staff receives a note from the parent that the child needs to ride a different bus. Riding a bus to and from school is a privilege and should be treated as such.

Older students are encouraged to set an example and help the driver maintain a calm and safe bus. All students are subject to the following rules:

### Appropriate Behavior on the School Bus

1. Students must sit where they are assigned by the driver. The driver may change a seat assignment at any time as he or she sees fit. Students will sit in a quiet manner talking only to those students in their immediate vicinity.
2. Students will board the bus in a slow and safe manner using a single file method. If a bus is late arriving after school, students will wait on the sidewalk until the bus stops and then board in single file.
3. When arriving at Dupon, students are to remain seated until the bus stops, then unload one seat at a time starting first in the front of the bus. All other students are to remain seated until their turn.
4. The student is responsible for the condition of the seat, the back of the seat immediately in front of the student, the window next to the seat, and the floor under and around the seat extending to the center of the aisle. Students will be required to pay and are subject to discipline for any damage in their area of responsibility.
5. For safety reasons, windows may not be lowered further than the prescribed position. The rear door may not be used except in an emergency.
6. There will be no smoking on the bus at any time.
7. It will be the responsibility of the driver to supervise the students and to check the condition of the bus before and after each trip. Each variation of item or damage should be reported to the driver and recorded.

### Bus Disciplinary Procedures

The school bus driver will report student **misconduct** to the Principal. The student will be counseled or reprimanded and the parent will be informed of the behavioral problem. If the student violates bus rules a second time, the child will be subject to suspension from the school bus.

A third incident of bus misconduct will result in the student's removal from the school bus for such time as it takes for the Board of Education to meet to consider expulsion from the bus for the remainder of the school year. Serious incidents of misconduct may, at the discretion of the principal, result in an immediate suspension from the bus.

A student who is suspended from riding the school bus and who does not have alternate transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. (Recommend having a District timeline for when the student must complete their work. For example: The suspended student will have 1 day for each day of bus suspension to complete the makeup work). It is the responsibility of the student's parent/legal guardian to notify the District that the student does not have alternative transportation to school.

### CLOSED CAMPUS POLICY

For the safety and well-being of our students and to promote school attendance, the Dupon School campus is a closed campus. This means that from the time students arrive in the morning until they depart at the conclusion of classes, students must remain on campus. Furthermore, non-students are not permitted on campus. Students may not cross the street for any reason unless they are supervised by school personnel.

Students may not congregate in areas across the street from the school campus. If a student is within sight of the school, he or she must come directly to school or go directly home.

The school reserves the right to enforce its discipline policies in any area which is within a line of sight of the high school. Students may not sit in or on a motor vehicle at any time before school, during the school day, or after school while the vehicle is on school property or if the vehicle is parked on the street during school hours. Failure to observe the closed campus policy will subject the student to discipline for misconduct. Leaving school grounds without permission will result in further discipline at the discretion of school officials as determined on a case-by-case basis.

## **ATTENDANCE PROCEDURES FOR PARENTS/STUDENTS**

### **Mandatory Attendance /Excessive Absences**

Attendance is mandatory for all students enrolled in Dupo Junior-Senior High School. Furthermore, state law requires parents or guardians to cause their children to attend school if the children are between the ages of seven and seventeen. Students who are required to attend school and who do not do so will be subject to prosecution under the truancy statutes.

Students who have been absent for three consecutive days or who have accumulated ten total days of absence without verification of an illness from a physician must have a statement from a physician for each absence thereafter.

If the student does not have an excuse from a physician, the absence will be considered unexcused. Students who accumulate excessive unexcused absences may face proceedings for truancy in juvenile court. Dupo Junior-Senior High School students and their parents or guardians are covered by the provisions of the St. Clair County Truancy and Curfew Ordinance.

1. It is unlawful for any minor who is subject to compulsory education by statute or court order to be present in any public place or on the premises of any establishment within St. Clair County during truancy curfew hours.
2. It is unlawful for any parent, custodian, or guardian of a minor to knowingly permit, or by insufficient control to allow the minor to be present in any public place or on the premises of any establishment within St. Clair County during truancy curfew hours.

Substantial penalties are involved for students and parents. Students must attend every class every day. The following section describes the procedures that parents should follow to see to it that their children do not violate Dupo Junior High School's attendance policies.

### **1. Excused Absences:**

If an absence or tardiness is to be considered excused, a parent or guardian must contact the school attendance office on or before the day the student is to be absent or tardy.

This may be done by telephone (286-3214 ext. 2110, 24 hour answering service), by personal visit, or letter. It is the responsibility of the parent or guardian to notify the office of a student's absence.

When the student returns to school, the parent should send a note outlining the reason for the child's absence. The following are acceptable excuses for an absence from school: Death in the family, funerals, and serious illness of a member of the immediate family (parents, grandparents, and siblings), student illness, or a medical appointment for the student which cannot be taken care of after school or on a weekend.

The Illinois School Code ([105 ILCS 5/26-2a](#)) specifically sets out the definition of "excused absence," as follows:

- a.. illness;
- b. observance of a religious holiday;
- c. death in the immediate family;
- d. family emergency;
- e. other situations beyond the control of the student as determined by the board of education in each district; and
- f. such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

**ALL OTHER ABSENCES MUST BE CONSIDERED "UNEXCUSED."**

**2. Changing Status of Absence:**

All unexcused absences must be covered by a parental or doctor's statement the day of the student's return in order for the absence to be marked excused. An absence may be changed to verified or excused by submitting a note; however, it must be submitted within three days of the last day of absence. Notes submitted after the three day period will not be accepted and will not change the attendance.

Doctor's verification notes will be accepted after three days but must be received by the office within 10 school days of the last absence.

**3. Attendance Policies:**

Attendance is required in every class on every day. No teacher has the authority to tell a student that he or she does not have to attend a scheduled class. Each teacher has the responsibility for determining how a student's participation in class affects his or her grades according to the teacher's classroom management plan.

It is up to the individual teacher to determine coursework that a student must be physically present to complete or the amount of the student's grade that is awarded based upon class participation. This will vary from course to course.

If a student has missed 10 consecutive days of school that student may be dropped from official attendance at Dupo Jr./Sr. High School. IF that student is receiving any type of services from Dupo Jr./Sr. High School those services will be immediately re-instated upon that student's re-enrollment.

**NOTE: If a student's absence is unexcused the student will receive a zero on all assignments that are due on that day as well as all assignments assigned on that particular day.**

**4. Tardiness:**

Teachers must start their classes on time and must be able to proceed with their lessons without interruptions from students who enter late. To promote the importance of providing teachers with maximum time for instructional activities for all students, Dupo Junior-Senior High School's policies require students to be in their seat and ready for class when the bell rings. The school realizes that from time to time a student will be unable to arrive in class on time.

A student who is late to class fewer than four times in a quarter will suffer no penalty. Should a student be late to a class four times in one quarter, the teacher will assign an after-school detention.

If the student fails to notify the office, and re-schedule the detention with ok of the principal or assistant principal, prior to the scheduled detention date and before 2:54 p.m., the detention will not be rescheduled and the student will be suspended from school for one day.

Students who are more than five minutes late to any class will be considered excessively tardy to class and will be treated for discipline purposes which will result in one day of ISD being assigned. If a student receives six tardies to class, the principal will contact the parents and assignment of another after-school detention. Any 8th tardy or beyond will result in further discipline at the discretion of school officials as determined on a case-by-case basis.

**5. Make Up Work and Credit:**

If an absence is excused or verified or the student has been suspended from school, the student will have the opportunity to receive 100% credit for the make-up work. All teachers will allow students to make up work that was missed due to an excused or verified absence and a suspension. Work must be completed before full credit is given for the time missed. One school day will be allowed to complete makeup work for each day of excused absence. If the absence is unexcused no credit will be given

**6. Sign-Out Procedure:**

If it is necessary to leave school during the school day, a student must have a pass signed by the Principal or the Assistant Principal. This pass should be obtained before school starts in the morning. The student must have a pass from a Principal, or, if the student is ill, from the school nurse. If a principal authorizes the student to leave campus, the student must then proceed to the main office, show the pass, and then sign out. A student may not simply sign him or herself out and leave the building without being subject to discipline for skipping class or for truancy.

**NO STUDENT MAY SIGN OUT AND LEAVE SCHOOL WITHOUT THE PERMISSION OF THE PRINCIPAL, THE ASSISTANT PRINCIPAL, OR THE GUIDANCE COUNSELOR. THERE ARE NO EXCEPTIONS TO THIS RULE. Note that this rule applies regardless of the age of the student.**

**7. Pre-Arranged Absences:** Any student who is aware in advance of a day or days when he or she will be absent must notify the administration. These days will be considered an excused absence, the total of which cannot exceed ten attendance days for the year. Students should make arrangements with his or her teachers at least three days ahead of time. A parent or guardian should call the school and confirm the upcoming period of absence and should verify the reason for the absence.

**8. Student Arrival and Departure Times:** Students should not arrive before 7:40 a.m. unless they ride the bus.

Students must be OUT OF THE BUILDING AND OFF THE SCHOOL CAMPUS BY 3:00pm. during a normal school day and 2:04 pm during an early dismissal day, unless they are under the direct supervision of a teacher. Students may not remain in the building after school unless they are with a teacher. **Students may not use gym facilities or the weight room unless a teacher or coach is directly supervising them while they are using the facilities.**

**9. Collinsville Area Vocational Center:** Students who are enrolled in vocational classes at Collinsville Area Vocational Center (CAVC) are expected to attend both DCHS regular classes and CAVC classes on all days when classes are in session.

Students who attend CAVC and who miss the bus must go to the office and sign in after which they will be sent to the library or some other assigned location where they can be supervised. During semester examination times if a CAVC student is in the building and does not have an examination, he or she must sign in and go to the library.

Because of differences in school calendars, CAVC sometimes does not have school on days when classes are held at DHS. On those days CAVC students must come to school, sign in at the office, and go to the assigned room. Any modifications of this policy must have prior approval of the principal. In addition, students attending CAVC are expected to comply with the Dupo attendance policy.

CAVC students are subject to school discipline while riding back and forth to their vocational classes. All of the rules which apply to riding Dupo Senior High School buses apply to the bus to CAVC. A student who drives his/her automobile to or from CAVC without authorization or who rides in an automobile to or from CAVC without authorization will be subject to discipline for misconduct. A student whom, for whatever reason, fails to attend vocational classes at CAVC should sign in at the office and report to the library.

**11. College Days:** Students, during both their junior and senior years, are allowed two college visitation days each. These are verified absences if the below requirements are met (The student is absent from school—these are not considered field trips). To qualify, the student must have in writing a statement from the college stating the reason, time, and date of the visit. Students may not ride with each other to a college. All paperwork must be turned into the principal or guidance counselor the day the student returns from the college visit. If the paperwork is not properly completed and submitted in a timely manner, the absence will be counted as unexcused.

**12.- Special Circumstances:** By law family vacation days that happen during school days are technically "unexcused." Any such type activity must be cleared by the building principal.

**IN ADDITION, STUDENTS WHO ARE DEFINED AS A CHRONIC TRUANT (student missing 10% of the school year without valid excuse) WILL NOT BE PERMITTED TO PARTICIPATE IN EXTRA CURRICULAR ACTIVITIES. If the parents do not cause the student to attend school after they have been notified of the truancy, the parents may be found guilty of a CLASS C MISDEMEANOR.**

**For students who are continually missing first hour, each 7 occurrences will be counted as a day of absence. These additional days will be accumulated each semester and will count against eligibility for all extra-curricular activities, and participation in graduation.**

**Note:** if a pupil's change of residence is due to the military service obligation of the person with legal custody of a student, as defined by the above-referenced section, (with a written request from this person), he/she can maintain his/her residency as determined prior to the military obligation.

## **SENIOR HIGH SCHOOL CURRICULUM**

The following course loads are typical for students at Dupo High School:

**Freshmen** must take five solid subjects, physical education or Air Force Junior ROTC, and Drivers Education (if 15 before the school year ends).

**Sophomores** will normally take five solid subjects, consumer education (or economics), ROTC, physical education.

**Juniors and Seniors** should take six solid subjects and electives plus physical education or Air Force Junior ROTC.

All courses are full-year courses (for 1 credit) unless otherwise indicated; one-semester courses are 1/2 credit (except for physical education). Students may be permitted to audit (take without credit) some courses by permission of their counselor, at the discretion of the school principal.

### **Credit Evaluation on Transfer Pupils**

The Guidance Counselor will evaluate the transcript of all transfer or incoming students. Transfer credits of incoming students will be equated to the same credit value that is given by Dupo Community Unit School District 196.

### **Credit Transfer from Non-Accredited High Schools**

Dupo High School will accept transfer credits from any high school accredited by the Illinois State Board of Education, an accrediting agency of another state, or a nationally recognized regional accrediting agency (such as the North Central Association of Colleges and Secondary Schools).

Grade placement by, and academic credits earned at a nonpublic school will be accepted only if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency as determined by the Principal, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration.

Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All class assignments will be made according to Board policy as well as administrative procedures.

## **GRADE LEVEL CLASSIFICATION FOR HIGH SCHOOL**

Students are classified according to the number of credits they have accumulated at the beginning of each school year, as follows:

### **Incoming Freshmen for 2013-2014 and beyond**

Freshmen:	Less than 5 units
Sophomore:	5 to 10 units
Junior:	10 to 15 units
Senior:	15 units or more

**NOTE:** *Students will not be permitted to move from one class to another during the school year. Students cannot advance more than one grade level per year.*

### **Schedule Changes**

The principal will not permit a student to change his/her schedule unless the student has discussed the schedule change with a parent/guardian and the parent/guardian provides written or verbal consent to the guidance department. All schedule changes must be made within the first 5 school days of each semester. Significant curriculum changes should be discussed with each student's teacher and counselor. Changes may require the approval and signature of the principal.

## Graduation Requirements

All students must earn twenty-two (22) total credits to graduate and must meet the specific graduation requirements of state law and those set by the Board of Education of Dupo Community Unit School District 196. One credit is earned by earning a passing grade each regular, year-long subject. The exception is Physical Education for Class of 2009 or greater. Students will receive one-fourth credit per semester for Physical Education. Students must meet the following "specific requirements" established by the Illinois State Board of Education and the Board of Education of Dupo Community Unit School District 196:

1. **English:** Four units
2. **Social Studies:** Two units (Students must successfully pass U.S. History, Government (previously Civics). (Beginning with entering freshman in the 2016-2017 school year, students must now take 1 semester of civics) (including the passing both US and Illinois Constitution tests), and U.S. Geography.
3. **ROTC or Physical Education/Health** (except as waived by state permission for Career Center of Southern Illinois [CCSI]): One and one half units of Physical Education (PE is adjusted on an individual basis during attendance at CCSI or if the requirement is waived because of participation in AFJROTC). And one half unit of Health.
4. **Science:** Two units
5. **Consumer Education or Economics:** One half unit
6. **Mathematics:** Three units (one of which must be an algebra course, and one of which must address geometric concepts)
7. **Vocational Education, Foreign Language, Music, or Art:** Three units

**STUDENTS WHO LACK SUFFICIENT CREDITS TO GRADUATE WILL NOT BE ALLOWED TO PARTICIPATE IN THE GRADUATION CEREMONIES. THE GRADUATION CEREMONY IS AN EXTRACURRICULAR ACTIVITY OF DUPO HIGH SCHOOL AND IS TREATED AS SUCH IN SCHOOL PROCEDURES. IN ADDITION, STUDENTS WHO ARE DEFINED AS A CHRONIC TRUANTS (students missing 10% or more of the school year without valid excuse) WILL NOT BE PERMITTED TO WALK IN THE GRADUATION CEREMONY.**

**For students who are continually missing first hour, each 7 occurrences will be counted as a day of absence. These additional days will be accumulated each semester and will count against eligibility for all extra-curricular activities, exemption from finals, and participation in graduation.**

## Early Graduation

A student may graduate after seven semesters of high school if they meet the following criteria:

1. Students must meet all graduation requirements by the end of their seventh semester.
2. Students must submit a written request prior to the last day of the first quarter of the student's senior year.
3. Students must meet or exceed in all areas of the state mandated assessment for juniors.
4. Any student who qualifies and chooses to graduate early from high school will not be eligible to receive the salutatorian or valedictorian honor.
5. The student must have also met or exceeded the SAT college readiness benchmark with **Evidence Based Reading and Writing of at least 480** and a **Math score of 530**.
6. Any student placed in an alternative educational setting will not be eligible for early graduation.

## **College or University Entrance Requirements**

Please note that colleges differ in their specific requirements for admission. A student seeking admission to a particular college should check the bulletin from that college and should consult the guidance office for further information and/or interpretation. Students interested in college note also the following:

1. Some colleges do not allow entrance credit for less than two years work in a foreign language.
2. Grades of D and P are frequently not accepted for college entrance requirements.
3. Some colleges will not count math credits below the level of algebra toward meeting college entrance requirements in mathematics.
4. Some colleges do not allow entrance credit for a half-year in full-year subjects.
5. Most colleges require the ACT or SAT as a college entrance test, and many have a minimum cut-off score for acceptance.

## **Illinois Public University Admission Requirements** *(This is offered as a guideline only.)*

1. Entrance requirements for Illinois universities are different. You should check with the college or university in which you are interested to determine the exact requirements. The guidance office maintains an up-to-date list of requirements, but each university makes exceptions.
2. You should complete the following high school courses:
  - a. 4 years of English
  - b. 3 years of mathematics
  - c. 3 years of laboratory science (each of our current science courses are lab sciences)
  - d. 3 years of social studies
  - e. 2 years of electives in foreign language, music, art, or vocational education. For additional information and for information about possible exceptions to the above guidelines, contact university admissions personnel of the school you are interested in attending. Please check with individual colleges and universities regarding cutoff dates for applications for admission.

## **SEMESTER AND FINAL EXAMINATIONS**

Semester examinations count for up to twenty percent of a student's grade for the semester. All students required to take final exams must do so during the final exam schedule. **No student will be allowed to take a final exam early unless there is prior approval from the principal.**

## **Late Enrollment at Dupo High School**

Students should normally enroll at Dupo High School at the beginning of a semester. A student who is transferring to Dupo High School from another high school may transfer exit grades from his or her prior school to Dupo as outlined elsewhere in this handbook. Transfer students may enter at any time.

If it is determined by the Administration that a transfer student cannot graduate by their twenty-first birthday, the student will not be allowed to enroll.

## **CORRESPONDENCE COURSES**

Correspondence courses are offered in high school subjects only through the University of Missouri Extension Division and the American School of Correspondence, or accredited programs deemed

appropriate by the administration for the following purposes:

1. To fulfill graduation requirements when, for some reason, this cannot be conveniently done by taking courses offered in the regular curriculum. A maximum of two credits may be earned through this type of course.
2. To make up credit for courses failed. (This is not to be construed as meaning failed courses could not be re-taken in regular classes.)

### **JUNIOR HIGH SCHOOL CURRICULUM**

All Junior High Students will be enrolled in a Math, Science, Social Studies, Language Arts, PE/Health, and diversified education course.

#### **Retention in Junior High School**

Students in the junior high school will earn "credits" for each passing grade. Each core academic subject (math, science, language arts, and social science) are worth one credit each per year. Classes which meet for only one quarter of the school year are worth one-fourth credit each. In order to be promoted to the following grade, seventh and eighth grade students must earn 4 out of 6 credits.

#### **Junior High School Activities**

Dupo Junior High offers many opportunities for children to participate in sports or other activities. Participation offers opportunities to build skills and friendships with others. In addition, earning the privilege to participate in sports and activities can be a powerful motivating force for junior high school students. Extra-Curricular programs and activities in which students may participate include sports and social activities such as:

Girls Softball	Boys Baseball	School Dances
Girls Volleyball	Girls/Boys Track	Student Council
Girls/Boys Basketball	Cheerleading	
Science Olympiad		

### **GRADING SCALE FOR DUPO JR.- SR. HIGH SCHOOL**

#### **Homework**

Home Study is an essential part of each pupil's educational program. A student is expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time completing an assignment the day before it is due

The following chart depicts the grading scale used at Dupo Junior High School and the quality points that are used to compute grade point averages:

## GRADE POINT VALUE

A:	Equivalent to 100-90	4
B:	Equivalent to 89-80	3
C:	Equivalent to 79-70	2
D:	Equivalent to 69-60	1
F:	Equivalent-59 or below	0
P:	Equivalent-64 or below	1
I:	Equivalent-64 or below	0

**Grade “A”** is the honor grade and represents work of definitely superior quality. This grade is reserved for the few outstanding students.

Qualifications for an “A” grade include:

1. All assignments well done and on time.
2. Positive class behavior as determined by the teacher.
3. A good record of attendance.
4. Quality and neatness in work.
5. Evidence of ability to work independently.

**Grade “B”** represents work of excellent quality and is given to those who do work which is clearly above the average. Guidelines for a “B” grade include:

1. Mastery of major portion of assigned work.
2. Average class response.
3. All work handed in on time.
4. Positive class behavior as determined by the teacher.
5. Demonstrates achievement above the majority of students.

**Grade “C”** is often considered to be “average”. Honest effort and meeting requirements for a “B” mark with a fair degree of accuracy and success will usually earn the majority grade “C”.

**Grade “D”** is below average but is still a passing grade.

**Grade “P”**: The pupil has worked consistently but has not reached a level of achievement represented by the grade “D”. This grade is given only to pupils who have done their best but, for reasons beyond their control, do not do passing work.

**Grade “F”**: Grade “F” means that the student failed to do satisfactory work. No credit is earned for a grade of “F.”

**Grade “I”**: Grade “I” indicates that the students’ work was not completed, or that he or she had not met the requirements for passing by the end of the grading period but the work could still be completed, or requirements met for passing, at a later date. If the “I” has not been changed to a passing grade on the record by the end of the next quarter, it automatically becomes an “F”.

### **Reporting Grades or Progress to Parents**

Parents or guardians are informed of the student’s grades at the end of each quarter by means of a report card. At approximately mid-quarter, progress reports will be sent home with each student. Both positive and negative reports are included in this system. Parents are asked to study the

report, sign it, and return it to the teacher by the date indicated. Parents may also contact the office to have an account set up to receive daily e-mails and/or acquire an access code to check student progress.

## **EXTRACURRICULAR ACTIVITY BEHAVIOR AND EXPECTATIONS**

Any student whose conduct is deemed to be not up to the standards of Dupo students will be declared ineligible by the principal or assistant principal. Students who were suspended from school are not eligible to participate in extracurricular activities until the day after the discipline measure has ended. A student with any unexcused absence the day of participation, be it one class, half a day, or full day may not participate in their respective sport for that day or evening. **For a student/athlete to be eligible to participate in the current day's athletic event(s) the student/athlete must be present at school no later than 11:00 a.m. and remain at school until the end of the school day or early dismissal for an away athletic event. Any absence prior to 11:00 a.m. must be pre-approved (verified by the administration), arrival to school with a doctor's note, or an excused absence called in by the parent.**

**Anyone participating in any extra-curricular activities may not be failing more than two classes during their respective season or time of participation.** Eligibility is checked each Thursday at 3:15 and is valid for the upcoming week of participation. Dupo eligibility rules and requirements are in compliance with all IHSA guidelines

## **STUDENTS**

### **Administrative Procedure - Extracurricular Drug and Alcohol Testing Program**

#### **Testing Procedures**

1. The Building Principal or designee shall, from time-to-time throughout the school year, randomly select extracurricular participants for drug and alcohol testing. Testing may occur on any day, Monday through Saturday.
2. Names will be drawn from a pool of all student participants. Each student participant may be tested at any time during the year.
3. No student will be given advance notice or early warning of the testing.
4. Drug and/or alcohol testing may be performed by breath alcohol testing and/or urinalysis. Upon being selected for breath alcohol testing, a student must provide an adequate amount of breath so that the measuring device can measure any alcohol concentration in the breath. Upon being selected for a urinalysis test, the student shall provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. A staff member will accompany the student until he or she produces an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If unable to produce a specimen within 2 hours, the student will be taken to the Building Principal's office and told he/she is ineligible for participation in any extracurricular activity. In addition, the parent(s)/guardian(s) will be telephoned and informed the student is unable to produce a sample for the testing procedure and he/she must be tested at a later date in order to be eligible.
6. All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. The head strip on each specimen bottle indicates the validity of the urine specimen by temper-

ature. If a specimen is invalid, the student must provide another specimen.

7. A student will be ineligible for all extracurricular activities for the remainder of the school year if he or she tampers or cheats during the collection. This will be reported to the parent(s)/guardian(s).
8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site.
9. Each specimen is given to the laboratory for testing for alcohol, controlled substances (which may include all drugs listed as controlled substances under Illinois law), and "performance enhancing" drugs, such as steroids.

### **Chain-of-Custody**

1. The laboratory will provide training and direction to appropriate staff members, set up the collection environment, guarantees specimens, and supervises the chain-of-custody. To maintain anonymity, the student will be assigned a number.
2. The Building Principal or designee will escort students to the collection site. No student is allowed to go to his or her locker. The Building Principal or designee should minimize classroom interruptions. Athletes may be called after school, perhaps during practice time.
3. Before a student's urine is tested by the laboratory, he or she must sign any form that may be required by the testing laboratory. If a student chooses, he or she may notify the administrator that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle and the student signs that the specimen is sealed. The seal may be broken only by the lab testing the specimen.
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will remain eligible for extracurricular activities subsequent to a retest.
6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor before entering the restroom stall. The stall door will be closed while the student provides a urine specimen. The supervisor will wait outside the restroom stall. The student will have 2 minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
7. After it is sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results to the Building Principal or designee.
8. In order to maintain confidentiality, the student's name will not be on the urine specimen container. Instead, the student's random identification number will appear on the container.

### **Test Results**

1. The Building Principal or designee will be notified of a student testing "positive" (i.e., if the test shows that drug residues are in the student's system after using at least 2 different types of analyses). The Building Principal or designee will notify the student and his or her parent(s)/guardian(s). The student or his or her parent(s)/guardian(s) may submit any documented prescription or explanation of a "positive" test result.
2. In addition, the student or parent/guardian may request that the urine specimen be tested again by a certified laboratory at the parent/guardian's cost.

3. If the test is verified "positive," the Building Principal or designee will meet with the student and his or her parent(s)/guardian(s). The student and parent(s)/guardian(s) will be given the names of counseling and assistance agencies. The student may not participate in extracurricular activities until a "follow-up" test is requested by the Building Principal or designee and the results are "negative."
4. A "follow up" test will be requested by the Building Principal or designee after such an interval of time that the substance previously found would normally be eliminated from the body. If this "follow up" test is negative, the student will be allowed to resume extracurricular activities. If a "positive" result is obtained from the "follow up" test, or any later test, the previous procedure shall be repeated. In addition, the School District reserves the right to continue testing at any time during the remaining school year any participating student who had a verified "positive" test.
5. Information on a verified "positive" test result will be shared on a need-to-know basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential.
6. Drug testing result sheets will be returned to the Building Principal or designee identifying students by number and not by name. Names will not be kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the Building Principal or designee has access.

### **Financial Responsibility**

1. Under this policy, the School District will pay for all initial random drug tests and all initial "follow up" drug tests. Once a student has a verified "positive" test result and has subsequently tested negative from a "follow up" test, any future "follow up" drug test that must be conducted will be paid for by the student's parent(s)/guardian(s).
2. A request for another test of a "positive" urine specimen is the financial responsibility of the student's parent(s)/guardian(s).
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student's parent(s)/guardian(s).

### **Confidentiality**

Under this drug testing program, no staff, coach, or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than in response to a legal subpoena.

### **Other Rules**

Apart from this drug testing program, the Illinois High School Association as well as each activity's coaching staff or sponsor may have their own training rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules.

Any student participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements.

**IN ADDITION, STUDENTS WHO ARE DEFINED AS A CHRONIC TRUANT (student missing 10% of the school year without a valid excuse) WILL NOT BE PERMITTED TO PARTICIPATE IN EXTRA CURRICULAR ACTIVITIES.**

**For students who are continually missing first hour, each 7 occurrences will be counted as a day of absence. These additional days will be accumulated each semester and will count against eligibility for all extra-curricular activities, and participation in graduation.**

### **High School Eligibility “No Pass-No Play” Extracurricular Activity Policy**

In response to recent changes in Illinois law, Dupou School District 196 has adopted a “no pass-no play” policy for participation in any extracurricular activity at the high school level. Note that this policy does not apply only to athletic activity but to any extracurricular function at the high school. In order to participate, a Dupou High School student must be passing a minimum of twenty-five class hours each week (passing five classes or more). If a student fails more than two courses in a given semester he or she will be ineligible to participate for the entire upcoming semester. The school runs eligibility each week at the end of school day on Thursday. Coaches notify athletes on Friday regarding the upcoming week’s eligibility. Eligibility participation runs Monday to Sunday. This requirement meets all IHSA eligibility requirements.

**Junior High Eligibility** In order to be eligible to participate in extracurricular activities at the Junior High School a student must not be failing more than one of his or her classes. IF a student fails two or more classes during the semester the student will not be eligible for participation the following semester. **Eligibility** will be checked every Thursday at 3:15 p.m. Any student who is ineligible on Friday will remain ineligible until eligibility is checked again on the following Thursday.

### **Student Conduct and Discipline Policies**

The main priorities of Dupou Junior-Senior High School are the safety and welfare of the students and teaching the curriculum. Dupou Community Junior-Senior High School students are prohibited from engaging in behavior that will endanger or threaten their own safety or that of others, that will damage property, or that will in any way disrupt the orderly process of education in the classroom. Parents and teachers expect children to attend every class every day and prepare themselves for class by doing that work which the teacher assigns. Teachers may request a conference with parents when a child is chronically unprepared for class.

The policies of the Board of Education of Dupou Community School District 196 prohibit the use of violence, force, noise, coercion, threats, intimidation, fear, or similar conduct toward other students or staff. Neither may a student promote or incite such conduct by other students.

Grounds for disciplinary action apply whenever student conduct is reasonably related to school or school activities, including, but not limited to, conduct on school grounds before, during, and after school hours or any other time when the school is being used by a school group; off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school; traveling to or from school or a school activity, function, or event; or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

### **POLICY REGARDING VISITORS AT SCHOOL**

All visitors must report to the main office upon entering the building. Students are not allowed to have visitors accompanying them to class. Since educational activities are the main focus of the school and since visitors have a tendency to interrupt the educational process, it is unusual for visitors to be allowed to enter a classroom or work area for any purpose. People who violate this policy are trespassing and will be reported to the police department.

Students are not allowed to bring their own children in the building during school hours. Parents or guardians who need to see their children in school or deliver something to them must come to the office first. We are happy to have our parents with us as visitors and will do everything possible to

welcome them to school as long as their presence does not, in the opinion of the principal, disrupt the teaching and learning process. We do not permit parents or outside vendors to deliver fast food lunches to students here at school due to the disruption that those deliveries have caused in the past. Parents may not disrupt a class and may not, except in extraordinary circumstances and with the consent of the principal, see a teacher during a class period. Teachers are available to meet with parents during their conference and planning periods.

**PHYSICAL EXAMINATION AND IMMUNIZATION REQUIREMENTS**

Students entering ninth grade must have a health examination performed and signed by a physician licensed to practice medicine.

This exam is due the first day students attend school. Students must submit a form approved by the Illinois State Board of Education. Students transferring to the Dupu School District from out of state or from another Illinois school district have three weeks from the date of enrollment to comply with this requirement.

All transfer students entering the Dupu School District with an out-of-state physical examination will be considered in compliance provided the examination is on a form that is comparable to the Illinois form and the date of the examination is within the Illinois Health Department guidelines. If the health form received does not include all information as prescribed by the Illinois Administrative Code or if no health form is received, a new health examination must be submitted. This must be done within three weeks of receipt of records. Examinations must be conducted no earlier than one year prior to entering school and results must be recorded on the state approved form. At the time physical examinations are due (the first day of school), appointments are not accepted in lieu of a completed exam.

All students entering any grade must present proof of immunity from diphtheria, pertussis, tetanus, polio, measles, mumps and rubella, in accordance with Illinois Department of Public Health Rules. This information is due the first day of school.

Students transferring to the Dupu School District from other school districts will be considered in compliance until the school receives the students' health records. If all immunization requirements are not met or immunization information is not received, proof of immunity must be provided within three weeks. Parents who object to immunizations because of religious beliefs shall present a signed letter indicating their objections to immunization. This letter is to be given to the principal and is subject to approval by the administrative and medical staff.

Students who are medically unable to receive immunizations must submit a statement from their physician certifying that he/she believes that the specific immunization in question is medically contraindicated. Emergency information forms must be completed by the parent or guardian and be on file in the school office. State laws require that the school has the ability to contact the parent or guardian or a contact person authorized by the parent or guardian.

**Students not in compliance with all health requirements by the first day of school will be excluded from school until requirements are met. Transfer students will have 30 days following registration to comply with the health examination and immunization regulations.**

## **Administration of Medications to Students**

School District #196 recognizes that many children are able to attend regular school only because of the effective use of medication in the treatment of disabilities or illness. If the child must take medication, it is best that this be done in the home under parental supervision. However, if your child is required to take medication during the school day, the following is required:

1. A written order from a physician, for prescription and non-prescription medicines, including the name of the student, name of the medication, dosage, time and frequency of administration, diagnosis requiring medicine, possible side effects, and an emergency number at which the physician can be reached. This order must be renewed annually.
2. A signed parental request for the school to administer the prescribed medication.
3. Medications must be brought to the school in a container, appropriately labeled by the physician or pharmacy. Prescription medicines must display the name, prescription number, name of medicine, dosage, directions for administration and date. Over-the-counter medicines must be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container (such as a bottle of cough medicine). The only exception to this policy is that children who provide the appropriate documentation may be in possession and self-administer their inhalers and/or epi pen. Parent must also provide a statement that indemnify and hold the school district and its employees harmless against any claims arising out of student's self-administration as well as, a statement that school employees are not prohibited from providing emergency assistance to students including administration of medication.
4. The parent or guardian is responsible for removing any unused medication from the school at the end of the school year. If the parent or guardian does not pick up the medicine, the nurse will dispose of that which remains.

Medication forms are available in the school office. Unless the parent and child comply with this policy, the child will not be permitted to take any medications whatsoever.

## **NATIONAL COURTESY**

It is our tradition at Dupo Jr./Sr. High School that the school staff, the students, and parents should observe proper conduct related to such things as the Pledge of Allegiance, the playing of the National Anthem, and other activities relating to patriotic displays.

- A. When the National Anthem (Star Spangled Banner) is played at an event each person should face the flag, remove hats, stand attentively, and sing the words of the Anthem.
- B. If asked to repeat the Pledge of Allegiance to the flag, each person should stand, face the flag, place the right hand over the heart, and repeat the Pledge.
- C. Students and teachers who arrive at school during the weekly flag ceremonies conducted by the Air Force Junior ROTC cadet corps should stop walking toward the school,

remove their hats, and face the flag during the playing of the national anthem. When the anthem has been completed, students and staff may continue moving toward the building entrances.

## **FIELD TRIP PARTICIPATION**

Dupo Junior-Senior High School uses field trips from time to time to supplement the curriculum and to broaden the exposure of students to curriculum-related experiences that they could not obtain elsewhere. All students will be permitted to attend educational field trips unless they are suspended from school on the day of the field trip. Teachers and other adults provide supervision for students while on field trips but they are, by nature, less structured than the everyday school environment. If a field trip is non-curricular, the district has the right to limit accessibility to the field trip. The class-

room teacher will provide a curriculum-based alternative for those students who do not participate.

Students who take field trips may be asked to pay the cost of the field trip. Students who are unwilling to pay that cost may be provided with an alternative, curriculum-based activity at school.

## **PARKING**

Students may park their vehicles in the lot located behind the school next to the gym between the hours of 7:00 a.m. and 7:00 p.m. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians.

Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated by the posted signs are for school staff, personnel, and others designated by administration. These lots **MAY NOT** be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.**

Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

**Students have no reasonable expectation of privacy in cars parked on school grounds.** School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

## **WHEN DUPO STUDENTS ARE UNPREPARED FOR CLASS**

The teachers and principals are totally committed to the academic success of every student. We realize that in order for the children to succeed, they must be prepared for class. We understand that once in a while a student may, for a variety of reasons, be unprepared for class. When children are frequently unprepared, however, the school will intervene. Failure to prepare for class leads to failing grades and overall lack of success in school.

## **AFTER-SCHOOL DETENTION**

Detention is served from 3pm until 4pm on Tuesdays and Thursdays. Detention may be assigned for discipline infractions. Students who are assigned detention are to report to the detention room

by 3:00 p.m. and are to have sufficient study materials for the duration of the designated time. When a student is assigned detention, he or she receives a notice. Parents are responsible for transportation from school. Students who are unable to attend detention must reschedule the detention prior to the date and time of the assigned detention. Failure to attend or reschedule the detention prior to the date and time of the assigned detention will result in further discipline being imposed by school officials as determined on a case-by-case basis, including up to one day of in-school suspension (ISD). After five missed detentions the administration will consider other punitive discipline measures to curtail the missing of detention.

### **Separation of Junior and Senior High School Students**

For a variety of reasons high school students are not permitted in the junior high school. Similarly, junior high students are not permitted in the high school unless they are on the way to or from a class or library or under the supervision of a teacher.

Students are permitted to use the cafeteria or junior high doors for moving back and forth to their various classes. **No high school or junior high student is allowed to venture into the opposite building until 7:55 a.m.**

### **DUPO JUNIOR-SENIOR HIGH SCHOOL POLICY ON ACADEMIC HONESTY**

Academic dishonesty takes two forms: plagiarism and cheating. **Plagiarism** is the use of someone else's writing or ideas without giving credit to the source. The act of plagiarism steals the ideas of another and is, therefore, a serious offense. Plagiarism may occur in one of three ways:

1. The student uses the words of another person by copying them without citing the source of the passage he or she borrowed.
2. The student restates the author's words and changes a few words here or there, and does not cite the source of the writing.
3. Sharing your work with another student is also considered a form of cheating.
4. The student paraphrases or summarizes the ideas of another, using the original author's key words and phrases as his or her own without citing the source of the idea.

When a student does research or writes a paper, he or she should cite the source of everything that is borrowed unless that information is common knowledge (information that is found in many sources and not cited, information regarded as fact by informed people in the field, information that experts would not debate, or information used in basic textbooks). If a student borrows key words, ideas, entire sentences, or paragraphs without citing the source, he or she is plagiarizing. **Cheating** is the act of obtaining or accepting assigned work or answers to tests, copying another student's work, using unauthorized information or materials, or taking any other action with the intent to obtain credit for work not one's own. Any student who is involved in the act of cheating (either by using or providing the material to be used) will be subject to discipline. The first offense will result in a failing grade for the work.

The second offense may result in a failing grade for the work and additional discipline for misconduct.

## **REQUIRED NOTIFICATIONS**

### **CIVIL RIGHTS-EQUAL OPPORTUNITY**

No pupil in the district is excluded from or segregated within any school on account of his or her color, race, nationality, religion, sex, sexual orientation, ancestry, age, marital status, or physical or mental handicap or status of being homeless.

Information regarding the school's equal opportunity policies can be secured by calling or visiting the Principal at the Junior - Senior High School Office, 286-3214 ext 2112, between the hours of 8:00 a.m. and 4:00 p.m. on weekdays when school is in session.

### **STUDENTS WITH DISABILITIES**

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within District, required under the Individuals with Disabilities Education Act ("IDEA") and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children and disabilities", as used in this policy, means children between 3 and 21 for whom it is determined, through definitions and procedures described in the IL Rules and Regulations to Govern the Organization and Administration of Special Education, that special education services as needed. For additional information on the referral process or parents' rights refer to the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act or contact administration.

### **BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES**

The Cahokia-Dupo Joint Agreement for Special Education has on file policies and procedures to comply with P.L. 89-191 on the use of behavioral interventions for students with disabilities.

Behavioral interventions will be used by teachers and administrators to promote and strengthen desirable behaviors and reduce inappropriate behavior. When positive approaches fail to help a student manage inappropriate behavior, more restrictive behavior interventions will be considered and implemented.

**Dupo District #196 carefully monitors all student suspensions and makes every attempt to follow all state and federal guidelines as they refer to any student with a disability.**

**No student will be suspended more than a total of 10 days without an MDR being scheduled.**

## **ASBESTOS ABATEMENT PLAN**

Dupo Community Unit School District #196 is providing information concerning the asbestos management plans required under the Asbestos Hazard Emergency Response Act (AHERA). These plans are available for your review upon request. A copy of the plans for all buildings under the jurisdiction of this local education agency are present in the Administration Building located at 600 Louisa Ave., Dupo IL, 62239; telephone number (618)286-3812. Plans for individual schools are located in the main office of each building. The plans can be viewed by any person during the normal business hours of the particular school. Interested parties wishing to inquire about the hours and times the plans are available should call the telephone number listed above. The asbestos management plans contain information regarding the six month surveillances, three-year re-inspections, and response actions.

## **STUDENT RECORDS**

Parents of students currently in attendance at Dupo Junior-Senior High School have the right to inspect and copy their child's records within 15 days of a written request. If parent so desires they may provide a written request that they be amended, if necessary.

If the District decides not to amend the records the District will notify the parent of their right to a hearing regarding the amendment. With certain exceptions, they have the right to consent to the disclosure of student records to other parties.

Requests to review or amend a child's record should be addressed to the principal for the Junior-Senior High School office by telephoning the school office at 286-3214 between the hours of 8:00 a.m. and 4:00 p.m. on week days when school is in session.

Dupo Junior-Senior High School will not release student records to any third party without the written consent of the parents or guardian. The following are exceptions to this policy:

1. School officials or teachers
2. Officials of another school to which a student has transferred
3. State or federal officials for audit purposes or for reporting information required by state or federal law.
4. Financial aid or admissions officials in connection with a student's application for financial aid.
5. Educational agencies or researchers approved by the state superintendent of education or the superintendent of Dupo Community School District 196 for developing, validating, and administering predictive tests or other research instruments if such information will not permit the identification of individual students.
6. Accreditation organizations, as necessary to fulfill their function.
7. Appropriate personnel who, in case of emergency, need information to protect the health or safety of students.
8. Releases of information in response to court order.

**"Directory Information"** includes but not limited to name, address, phone number, photo, enrollment status, and attendance, for students may be made public without specific permission unless the parent notifies the Records Custodian in writing before October of the current school year.

During the coming year, Dupo Junior-Senior High School may publish certain lists of students, such as yearbooks or rosters of organization members, and programs. Parents may request that

certain directory information about their children be deleted from such publications.

### **STUDENTS OF MAJORITY (AGED EIGHTEEN OR OLDER)**

Federal law (the Family Educational Rights and Privacy Act or FERPA) allows parents to review all records of students of majority as long as they still claim them on their taxes.

### **RIGHTS OF HOMELESS STUDENTS**

The McKinney-Vento Act governs the rights of homeless students. A homeless student is a student who does not have a regular, fixed place of residence. Homeless students have special rights in regard to school choice, transportation, and proof of residency. If you have any questions, please contact the Superintendent of Schools at 286-3812 for more information.

### **DESTRUCTION OF TEMPORARY AND PERMANENT RECORDS**

Students' temporary records will be destroyed five years from the date of withdrawal, permanent transfer, or graduation. Permanent Record will be destroyed 60 years after student has withdrawn from the school.

A student who wishes to remove items from the record prior to its destruction must notify the principal in writing.

### **PROTECTION OF PUBLIC RIGHTS ACT**

Parents have the right to inspect all instructional materials, including teacher's manuals, films, tapes, or supplementary materials which will be used connection with any survey, analysis, or evaluation of their child. Parents shall have the right to inspect a survey created by a third party.

Parents shall have the right to notification of any physical examination or screening. Parents shall have the right to refuse consent for their child to submit to and/or to request protections of students' privacy for any survey that reveals political affiliation, mental problems, illegal behaviors, income, or religious preferences.

### **Family Education Rights & Privacy Act (FERPA) Notifications**

1. Right to inspect and review the student's education records maintained by the school.
2. Right to request that a school correct records which are believed to be inaccurate or misleading.
3. Right to prevent disclosure of the student's education record, subject to several exceptions
4. Right to complain to FERPA officials if any of the above rights are violated.

### **Parents school visitation rights**

Parents of students attending Illinois schools who work for employers who employ 50 or more individuals have rights under School Visitation Act 820 ILCS 147/1. It is recommended that parents research this act if they are having difficulties attending meetings at the school due to work obligations. The District will provide a written statement when needed for parents to attend meetings or conferences.

## SEXUAL HARASSMENT

Sexual harassment is prohibited. It is defined as follows:

1. An employee's or District agent'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 deprives or limits the provisions of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic success.
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, benefit, services, or treatment; or
  - (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include but are not limited to conduct that has the effect of humiliation, embarrassment, or discomfort.

Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students engaging in such activity will be referred to the correct legal agency as well as face suspension or expulsion procedures.

**STUDENTS WHO BELIEVE THEY ARE VICTIMS OF SEXUAL HARASSMENT ARE ENCOURAGED TO DISCUSS THIS WITH THE PRINCIPAL OR ASSISTANT PRINCIPAL. STUDENTS MAY CHOOSE TO REPORT TO A PERSON OF THE SAME GENDER AS THE STUDENT.**

### Bullying, Intimidation, and Harassment Prohibited

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

### Making a Complaint: Enforcement

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

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Name: Dr. Kelly Carpenter  
Address: 600 Louisa Ave., Dupo, IL 62239  
Email: [kcarpenter@dupo196.org](mailto:kcarpenter@dupo196.org)  
Telephone: (618) 286-3214

Complaint Managers:

Name: Dr. Kelly Carpenter  
Address: 600 Louisa Ave. Dupo, IL 62239  
Email: [kcarpenter@dupo196.org](mailto:kcarpenter@dupo196.org)  
Telephone: (618) 286-3214

Name: Vicky White  
Address: 600 Louisa Ave, Dupo, IL 62239  
Email: [vwhite@dupo196.org](mailto:vwhite@dupo196.org)  
Telephone (618) 286-3214

**SEX OFFENDER INFORMATION**

This is for informational purposes only. The Department of State Police maintains a Statewide Sex Offender Database that parents may access.

**SEX EQUITY**

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal to the School Board's resolution of the complaint to the Regional Superintendent of schools and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

**UNIFORM GRIEVANCE PROCEDURE**

Dupo CUSD #196 has had a long and distinguished record related to equal opportunity for all boys and girls in traditional and non-traditional subject and activity areas. The following procedures are established in compliance with Title IX, Section 504 to insure that all students receive an equal opportunity in all aspects of school classes and activities.

1. If a student or parent of a student feels that there has been some injustice in the manner in which the child has been treated or the opportunities afforded to said student, the

- parent or student should submit in writing the complaint to the building administrator.
2. Within 5 school days, a hearing will be scheduled to determine the nature and solution of the complaint. The administrator will give a resolution to the problem immediately after the hearing.
  3. If the child, parent, school staff member, etc. does not agree with the resolution, that individual may appeal the decision to the Superintendent of Schools within 10 school days of the receipt of the resolution. A hearing will be held with the superintendent to include the building administrator, parent/student, and other necessary individuals. Within 5 school days, the superintendent will submit his written decision to the individuals attending the hearing.
  4. In the case that the problem is not resolved at this level, the parent, student, or building administrator may appeal the decision to the Board of Education. Normal operating procedures at this level will apply.
  5. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools and , thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8)

### **SEARCH AND SEIZURE**

Certified Employees and school administration may search a student and or a students' personal affects (purse, wallet, vehicle etc.) when there are reasonable grounds for suspecting that a search will provide evidence that the particular student has violated or is violating the law or district policy. School administration is permitted to do general administrative searches of school property at anytime without notice or consent.

### **LOCKER POLICIES (INCLUDING SEARCH)**

School lockers are public property maintained for student use. The Principal or the Principal's representative may inspect locker contents on a regular basis during the school year. School authorities are authorized to conduct area-wide inspections of school property (including lockers) as a means of protecting the health, safety or welfare of the District, its employees and students, without notice to or consent of the student and without a search warrant. Students should not assume that the lockers are their private space. When the principal has a reasonable suspicion that a locker contains items that are illegal or forbidden in school, the principal or his representative may conduct a search of the locker and its contents at any time.

Do not share your locker with others. Do not leave the locker unlocked. Do not tell anyone your combination. Care also needs to be taken to keep the locker clean and from outside marks.

This behavior may fall into the vandalism section of the discipline policy. Locker inspections by teachers may be held periodically to provide students with the proper habits of locker organization.

### **PESTICIDE NOTIFICATION**

Dupo CUSD 196 utilized administrative procedures regarding pest control that incorporates building maintenance, sanitation, physical barrier and in some cases the use of pesticide.

In the event that the need exists to use an airborne pesticide application the district is creating a voluntary registration for notification. By notifying the Administration, verbally or in writing, your name will be added to our pesticide notification listing. We will notify persons, on the list (2) days before airborne application. In the case of any emergency where pesticides must be used immedi-

ately, we will notify you as soon as possible.

### **OCCUPANCY PERMITS**

Students/parents/guardians in an established residence but registering as a new student must provide a real estate tax bill or rental agreement listing all occupants in lieu of an occupancy permit.

### **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **TITLE ONE**

Dupo Junior/Senior High School is a Title One "Targeted Assistance" Program. The school currently use Title funds to provide staff development for teachers working with at risk students. Students receive additional support in grades 7- 12 in the areas of reading and math. Students are selected to receive additional services based upon ISAT tests, EXPLORE, and PLAN tests.

#### **TITLE ONE Parent Involvement Policy:**

##### **Part 1: General Expectations**

Dupo Jr./Sr. High School agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA and each include, as a component, a school – parent compact consistent with section 1118(d) of the ESEA.
- School will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children,

including providing information and school reports required under section 1111 of the ESEA in an understanding and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.

- If the school-wide program for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the school district.
- The school will involve the parents of children in Title I, Part A schools in decisions about the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the school.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents to support a partnership among the school, parents,

and community to improve student academic achievement.

- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in a regular, two – way, and meaningful communication involving student academic learning and other activities, including ensuring

- (A) that parents play an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

### **PART 2: Description of How the School Will Implement Required School Template Parental Involvement Policy Components**

- Dupo Jr./Sr. High School will take the following actions to involve parents in the joint development of its parental involvement policy plan under section 1118 of the ESEA:
  - (A) Review and update district and school parental involvement policy.
- Dupo Jr./Sr. High School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - (A) Invite parents to PTA meetings;
  - (B) Review School Improvement Plan and make recommendations for school improvement at PTA meetings.
- Dupo Jr./Sr. High School will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of the parent(s) to be involved in Title I, Part A programs. The school will convene the meeting at time convenient for parents. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend by:
  - (A) Sending home notices about parent meetings;
  - (B) Holding a parent meeting for Title I at open house;
- Dupo Jr./Sr. High School will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
  - (A) Handing out handbooks with information included on first day of school;
  - (B) Having parents sign Title I Compact.
- Dupo Jr./Sr. High School will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of the children. The school will respond to any such suggestions as soon as practicably possible by:
  - (A) Having phone access to teachers;
  - (B) Holding parent-teacher conferences twice per year;
  - (C) Having daily conference times for teachers to meet with parents;
  - (D) Sending daily written notification through homework folders.
- Dupo Jr./Sr. High School will provide each parent an individual student report about the per-

formance of their child on the State Assessment in at least math, language arts, and reading by:

- (A) Sending home the ISAT test results in grades 3-6;
- Dupo Jr./Sr. High School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by mail.
- Dupo Jr./Sr. High School will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph –
  - (A) The state’s academic content standards,
  - (B) The state’s student academic achievement standards,
  - (C) The state and local academic assessments including alternate assessments,
  - (D) The requirement of Part A
  - (E) How to monitor their child’s progress, and
  - (F) How to work with educators.
- Dupo Jr./Sr. High School will provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training and using technology, to foster parental involvement by:
  - (A) Having parent nights;
  - (B) Sending monthly flyers to parents.
- Dupo Jr./Sr. High School will, with the assistance of its parents, educate its parents, pupil services personnel, principals and other staff members in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and school by providing high quality staff development activities.
- Dupo Jr./Sr. High School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by having the preschool program be an active participant in the School Improvement Process including parent and community involvement.
- Dupo Jr./Sr. High School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, to the extent practicable, in a language the parents can understand:
  - (A) Information regarding parent meetings are sent by either direct mail, school wide notices, school calendar, phone calls or through the local newspapers;
  - (B) Parents with unique needs will be sent information to meet their needs as directed by the school SAP team, special education department, or school social worker.

*Please note any supplemental information that would need to be added during the course of the school year will be available on our district website, [www.dupo196.org](http://www.dupo196.org). If you are need of access to a computer or the internet please contact the building administration.*