

Dwight Township High School

Student Handbook

2023-2024

SECTION 1

GENERAL INFORMATION

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (<http://dwightk12.org>) or at the Board office, located at: 801 S. Franklin St. Dwight, IL. It has been structured to help promote student progress as well as an interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations. When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. Disciplinary responses may include but are not limited to the actions described in this handbook.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES--Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

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 principal 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.

ARTIFICIAL INTELLIGENCE--“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

BOOK BAGS/GYM BAGS--Gym bags and carryalls will not be permitted in the school during school hours. Gym bags and carryalls may be brought to school and placed in the student’s locker before school and taken home after school.

CORRIDOR PASSES--All students leaving their assigned area MUST have a corridor pass issued by the assigned area instructor.

This pass must be in the student's possession until the student returns to his/her assigned area. A student is required to show the pass to faculty. A paddle pass with the room number may also be used.

CAFETERIA SERVICES--Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all posted cafeteria rules during lunch. Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

Dwight Township High School is in compliance with federal regulations allowing free lunches to those who qualify under guidelines established by the federal government. Applications may be obtained in the Principal's office.

COMMUNICABLE DISEASES--The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. 1. Parents are required to notify the school nurse if they suspect their child has a communicable disease. 2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. 3. the school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease. 4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

EMERGENCY SCHOOL CLOSING PROCEDURE--In the event of emergency conditions that will result in the closing of school, an announcement will be broadcast over local radio

stations: WPOK AM 1080, FM 98.3, WCSJ AM 1550, WJDK FM 103.1, WSPL AM 1250, WSTQ FM 97.77, and WKAN AM 1320. Additionally a message will be sent to faculty, staff and parents through the School Messenger system by 6:00AM.

EMPLOYEE CODE OF CONDUCT--Dwight Township High School is a learning community. One of the core values of DTHS is to provide an academic atmosphere that nurtures intellectual activity within the DTHS community. The rules and regulations of the school are the laws of this community. This atmosphere is best fostered when the relationships between members of the community are guided by the following principles that each has an obligation to respect: the fundamental rights of individuals, the rights of others, based upon the nature of educational process the rights of DTHS; adherence to local, state, and federal laws.

EQUAL OPPORTUNITY AND SEX EQUITY--Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

FIELD TRIPS--Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips

for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

FOOD ALLERGIES--State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school office at 815-584-6200.

GRADUATION PARTICIPATION--Participation in graduation ceremonies is a privilege and not a right. Based on inappropriate conduct of a student, the administration reserves the right to deny the student the privilege of participating in graduation ceremonies. Students are expected to display proper behavior and good citizenship through the last day of student attendance. All graduation requirements must be met and all unpaid fees must be paid in full prior to graduation. Students will be required to meet Community & School Service hours (see below). Opportunities for this requirement will be provided by the school.

**Community/School Service Graduation Requirements
2022-2023**

Class of 2023

Community Hours: 6.25

School Hours: 5

Class of 2024

Community Hours: 12.5

School Hours: 10

Class of 2025

Community Hours: 18.75

School Hours: 15

Class of 2026

Community Hours: 25
School Hours: 20

HEAD LICE POLICY--The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Parents are required to notify the school nurse if they suspect their child has head lice. Infested students will be sent home following notification of the parent or guardian. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

HEALTH EXAMINATIONS & IMMUNIZATIONS--All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from

school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions: A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

HOMELESS CHILD'S RIGHT TO EDUCATION--When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend. Assistance and support for homeless families includes: Educational organizations and schools, Food bank and meal programs,Local service organizations,Family shelters, medical services, school and hygienic supplies.

LEGALLY EMANCIPATED STUDENTS -- Students who are legally emancipated shall be subject to all school rules and regulations. They shall assume all responsibilities normally assigned to parents or guardians and shall receive all school documents and communications usually sent to parents/guardians. Emancipated, for purposes of this policy, means generally self-supporting, independent of parental assistance, and living in a residence other than with parents.

MANDATED REPORTERS--All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

MEDICATION --Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

MILITARY/INSTITUTION OF HIGHER LEARNING REQUESTS--Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

SAFETY DRILL PROCEDURES & CONDUCT-- Safety drills will occur at times established by the administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

SEXUAL ABUSE RESPONSE & PREVENTION RESOURCES GUIDE--The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

SEX OFFENDER NOTIFICATION LAW--State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

STUDENT ACCIDENTS -- It is the responsibility of the student to report to the teacher, coach or activity sponsor in charge **AT THE TIME OF THE ACCIDENT** all facts pertaining to the accident.

Please have the names of any witnesses. The supervising teacher, coach or activity sponsor will fill out an accident report which is kept on file in the main office.

The personnel in the Principal's office will make out an accident report for accidents that happen in the halls, on the way to school, or when students are not under direct supervision of other school personnel. If your accident is covered by the Student Accident Insurance Policy, the insurance claim form will be completed in the main office for you to take to the doctor of your choice.

STUDENT ACCIDENT INSURANCE -- Each year a free insurance policy is offered to all students. With this valuable SCHOOL TIME coverage, DTHS students are covered against medical expenses for accidents that occur while attending regular school sessions. This coverage includes travel time for your child traveling directly to and from your residence to attend regular school sessions, up to one hour before or after regular classes. This valuable coverage can help to protect a family against the high cost of medical expenses related to accidental injuries that occur while students are participating in activities exclusively organized, sponsored and supervised by the school and school employees, except for grades 9-12 tackle football. This accident insurance helps fill in the gaps in coverage left by deductibles or coinsurance payments. A 24 hour coverage policy and a grade 9-12 Tackle Football coverage is also available at a cost to our students. Football athletes must purchase a special football policy which is good for football only, or have a waiver of insurance policy on file prior to their practice or participation. If you sustain an injury, please report it at once to your supervising teacher or coach. Claim forms are available in the main office.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION--Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains

student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

VEHICLE OR MOTORCYCLE ACCIDENTS -- Students who are involved in a vehicular accident when coming to or leaving school should report the accident to the main office, the local police, and their parents promptly.

VIDEO & AUDIO MONITORING SYSTEM-- A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

VISITORS-- All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

VOLUNTEERS-- All school volunteers must complete the "Volunteer Information Form" and be approved by the

Superintendent's office prior to assisting at the school. Forms are available in the district office. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

WAIVER OF FEES--The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged school property, locks, PE uniforms, LACC fees, class rings, yearbooks, lab fees, recreational field trips, elective course consumable supplies and materials, and admission to dances or other school events. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

For Epinephrine Auto-Injectors: A school must permit a student with allergies the use of an epinephrine auto-injector provided (1) the parent provided written authorization from the student's physician, physician's assistant or advanced practice registered nurse (hereafter, "physician"), and (2) the parent provided a written statement from the pupil's physician containing the name and purpose of the epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the epinephrine auto-injector is to be administered.

- o The Act also permitted a school to provide the epinephrine auto-injector to a student per an appropriate plan, administer the epinephrine to the student per an appropriate plan, and administer an epinephrine auto-injector to any student that the school nurse believes in good faith is having an anaphylactic reaction.
- o The Act permitted a school to maintain a supply of epinephrine auto-injector in a locked, secure location.
- Schools to provide parents written notice of limited liability to school from any injury arising from the administration of medication, except for willful and wanton conduct. The notice must include limited liability to physicians from any injury connected with providing the school standing protocol or prescription for epinephrine auto-injectors, except for willful and wanton conduct. The Act requires parents to provide a signed statement acknowledging the above limited liability; however, the Act provides that the school will have limited liability without a parent's signed statement in events involving administration of an epinephrine auto-injector to a student the school nurse believes in good faith is having an anaphylactic reaction.
- Permission for self-administration of medication or use of epinephrine auto-injectors must be renewed each subsequent school year.
- Students may possess and use medication or an epinephrine auto-injector at school, at a school sponsored-activity, while under supervision of school personnel, or before or after normal school activities.

SECTION 2

ATTENDANCE PROCEDURES/DEFINITIONS

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he

or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

TROJAN 10 POLICY

A student is allowed 10 days of excused absences each school year (semester transfers will be allotted 5 days). Below is a list of excused absences that will be counted toward a student's 10 day total:

1. illness-without doctor's note
2. mental health day (on the use of the 2nd mental health day, a student is required to meet with the Student Support Counselor)
3. death in immediate family
4. college visits
5. court date (example: traffic ticket, probation, etc.)
6. religious appointments verified by clergy
7. family vacation with pre-arranged absence
8. any pre arranged absence- administrative discretion

Verification of absence

An absence will NOT be counted toward the students 10 day total if:

1. Student has a doctor's note and is turned in within the 7 day limit.
2. Student is sent home by the school nurse.
1. Student is called to testify in court through a written court subpoena.

Unexcused absences will result in assignments, quizzes, and tests receiving grade deductions in the teacher's grade book. Unexcused absences may include, but are not limited to: Any absence over the 10 allotted days without verification, truancy or skipping class, oversleeping, missing the bus, car trouble, shopping, haircuts, beauty appointments, pre-arranged absences not approved, running errands for family or friends, class skip days, jobs, unapproved

college visits. The administration has a right to make the final decision on whether an absence is excused or unexcused.

Attendance Procedures

1. **Parent Phone Call**- A parent or guardian must notify the school attendance secretary (815-584-6204) or leave a message by 8:30am the morning of an absence for illness. A prearranged absence should be secured at least 24 hours in advance for any other absence except for a school organized field trip.
2. **7-day doctor's note**- Doctor's notes for illness will only be accepted for 7 days after the office visit.

TRUANCY--Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

ABSENTEE ASSIGNMENTS -- A student who is unable to attend school may obtain his/her assignments by calling the main office (584-6204). Either parents or friends may pick up the assignments at the main office at the end of the school day.

CLOSED CAMPUS--It is the policy of the Board of Education of Dwight Township High School to operate its school with a closed campus environment. Closed campus is defined to mean that students cannot leave the school campus once they have arrived at

school until school is dismissed, except for the following:

1. Students who attend Livingston Area Career Center and travel to Pontiac with pre-arranged driving permits.
2. Students who become ill and sign out, with parental and school consent, to go home.
3. Students who have permission from the office to leave the premises to conduct school related business.
4. Students who have parental permission for such things as doctor, dentist, or orthodontist appointments.
5. Students, who want to leave for lunch, must have a parent/legal guardian come into the school and sign their child out, stay with them during that time, and sign them back into the building.
6. Students who are participating in a school-sponsored activity before or after school.

Additional exceptions to this policy are possible with the consent of the principal.

COLLEGE VISITATION DAY – Juniors & Seniors are limited to two college visitation days per year. The principal must approve any exception to this policy.

To visit a college during the school day, a student must:

1. Provide a note of written permission from a parent or guardian at least two days prior to the visitation.
2. Have an appointment with the college verified through the guidance office.
3. Obtain the appropriate form from the guidance office. The student must have the designated college or university official's sign and date the form.
4. Obtain a prearranged absence form to be signed by all the student's teachers.

EMERGENCY ILLNESS--If a student becomes ill while in school, the student should report to the main office. If it is necessary to go home because of illness, the office must speak to a parent or designee and arrangements will be made to ensure the student gets home safely.

MAKE UP ASSIGNMENTS AND TESTS – If a student’s absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school, will be allowed to make up missed work and assessments, but 11% will be deducted from the final grade. A student with an excused absence has the day the student returns to school to receive the assignment and one additional school day to make up the work for each day absent. Arrangements for tests and quizzes should be made with the teacher giving a quiz or test within that same time frame. Students should anticipate using study hall time or time before or after school to complete makeup quizzes and tests. Assignments given before the student's absence and due on a day during the absence must be turned in on the student’s return day to receive full credit.

SIGN-OUT ROSTER -- Any time a student leaves the building while school is in session, he/she must sign out on the roster in the guidance office. If the reason for leaving the building has not been prearranged, the parent/guardian or designee must be contacted and provide authorization before the Principal or office personnel will permit the student to sign out and leave the building.

SKIP DAYS -- Since the school does not sanction any class skip days, students participating in any such days will be recorded as an unexcused absence if outside of the Trojan 10. Participation in extracurricular activities that day will be prohibited regardless of the excuse presented by the student or parent.

TARDY DEFINITION- Students not in the classroom or at school when the tardy bell rings may be marked tardy.

TARDINESS TO CLASS -- Realizing that emergencies may arise, students will be permitted three (3) total tardies during each quarter. Upon the fourth and subsequent tardies, the following progressive disciplinary measures will occur:

Student will serve a lunch detention for late to class tardies 3 & 4 during a quarter

Student will serve 3 lunch detentions and 1 after school detention for late to class tardies 5 & 6 during a quarter

Student will serve 5 lunch detentions and 1 after school detention for late to class tardies 7 & 8

Upon the 9th late to class tardy the student will be placed on Social Probation for the remainder of the quarter.

LATE TO SCHOOL TARDY/ABSENCE- Students who arrive to school late in the morning without a doctor's note will receive a tardy and a lunch detention to be served on that same day. Any assignments, quizzes, or tests missed during the absence will be graded as unexcused. See time schedule below:

8:10-9:00- Lunch detention and Late to school tardy

9:01-10:10- 3 Lunch detentions

10:11-12:10- 5 Lunch detentions

12:11-3:10- 10 Lunch detentions

After 3 late to school tardies (per quarter):

Student will serve a 30 minute after-school detention (detention begins 5 minutes after dismissal of school) for the 4th and additional late to school in a quarter. This detention will take place the day after the student was late in order to make arrangements after school. **Employers will be notified if necessary.** The student will also serve the lunch detention(s) associated with being late to school.

Students who leave campus for lunch assume all responsibility for returning to school on time. No excuses will be accepted for tardies after lunch.

SECTION 3 **DISCIPLINE PROCEDURES**

BUILDING CONDUCT—The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Water guns, play guns, and/or real guns are not permitted at school.

BUS CONDUCT -- Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

USE OF VIDEO CAMERAS ON SCHOOL BUSES

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. The content of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Principal, Transportation Director, bus driver, and sponsor, coach, or other supervisor. If the content of videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

DRESS CODE--Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

1. Student dress (including tattoos and accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including tattoos and accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, coats, bandanas, sweat bands, and sunglasses may not be worn in the building during the school day. Any hat brought to school shall be removed upon entering and may not be put back on until the student has left the building at the end of the day.
4. Clothing showing undergarments may not be worn at school.
5. Appropriate footwear must be worn at all times.
6. Tops must have at least 2-inch wide shoulder coverage, may not have large armholes, and must completely cover cleavage, back, and abdomen (stomach).
7. Shorts, skirts, and dresses must not be more than seven inches above the top of the knee cap.
8. The waistline of pants, shorts, and skirts must be worn above the hip bone and must not reveal undergarments.
9. Spiked apparel, spiked accessories, animal collars or chains that can be used as weapons are not permissible.
10. If there is any doubt about dress and appearance, the building principal will make the final decision.
11. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline

PROHIBITED STUDENT CONDUCT—

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section

does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication

device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the instructional periods of the school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.

13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
15. Being absent without a recognized excuse.
16. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
18. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
(a) be a threat or an attempted intimidation of a staff member; or
(b) endanger the health or safety of students, staff, or school property.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or

substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider 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. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges (social probation).
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. Teacher Detention(s)
7. Lunch Detention(s).
8. In-school suspension.
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds *through the length of the suspension. This includes school sponsored activities and events.*
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the

reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. 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.

Weapons Prohibition

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

RE-ENGAGEMENT OF RETURNING STUDENTS--The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

CLASSROOM DETENTION -- Any faculty member may assign classroom detentions. Students have three opportunities to serve a detention –after school on the day they receive the detention, the next morning, or the next afternoon. The teacher assigning the detention will supervise. Failure to serve detention on time will result in multiple lunch detentions or an in-school suspension.

Minor Offenses (Level 1 or Level 2):

Teachers are directed to issue 3 separate detentions per individual student for minor offenses. On the 4th and subsequent minor offense for that particular student within the same course of study; they will be removed from class for the remainder of the period. In the event a teacher feels it is necessary to remove a student from class for disruptive behavior, the student will report immediately to the Administrative office. A disciplinary referral form will be completed by the teacher and sent to the office within the same class period.

Major Offenses (Level 2 or Level 3):

Students shall be sent immediately to the administrative office and remain there until seen by the administration. The following is the progressive discipline that will occur unless the disciplinary point's matrix is greater than the current step for that particular student.

*** Minor offenses are regulated per course of study

*** Major offenses or Referrals to the office are cumulative per student

Students removed from class:

1st – Lunch Detention/Teacher Detention

2nd – ½ day In School Suspension or multiple lunch detentions

3rd – 1 day In School Suspension or 1 week of lunch detentions

Subsequent removals from class may result in Out of School Suspensions, Expulsion, or Alternative Placement.

LUNCHTIME DETENTION- Students will get their lunch and report to the assigned detention area for the remainder of the lunch period.

- **A student must report to the lunch detention room no later than 8 minutes after the lunch period begins**
- **If a student arrives more than 8 minutes after the lunch period begins, they will be considered tardy to lunch detention.**
- **After a student's 3rd and additional lunch detention tardy, they will serve an after school detention for each lunch detention tardy for the remainder of the semester.**

IN-SCHOOL SUSPENSION – Students will report to designated area with homework to complete for ½ or full day of ISS. The student will be held to a 3 strikes and you are out expectation policy and will be required to complete focus questions (2 sentences for each question) for each day of ISS. **ISS ends 5 minutes after the regular student dismissal time.** Failure to complete questions or follow ISS expectations will result in another day of ISS or OSS.

OUT-OF-SCHOOL SUSPENSION -- The student must remain off school property for the duration of the suspension. Students placed on an out-of-school suspension may not attend or participate in any school activities until the suspension is completed.

On their return date, it is the responsibility of the student to schedule with their teachers times to make up missed quizzes/tests and/or to receive assigned work. The student has one additional

school day to make up the assignments, quizzes and tests for each day absent.

SOCIAL PROBATION

Students may be placed on social probation for any type of disciplinary occurrence. The following actions will be enforced while on social probation:

No hall passes

Limited passing periods

Lunch detentions for maximum of 4 weeks

No attendance on field trips

No attendance at extracurricular activities, special student performances, or dances (including Prom).

Driving and parking privileges may be revoked

No Trojan pride incentives for current semester

COOPERATION WITH LAW ENFORCEMENT -- Dwight

Township High School administrative personnel will not interfere or impede law enforcement officials in the performance of their duties in accordance with the following procedures:

1. Parents/guardians will be informed if law enforcement officials desire to interrogate a student, and no interrogation will be allowed without parental permission.
2. Interrogation on school property by law enforcement officials will be conducted in the presence of school administrative personnel, or their designees, and the student's parents whenever possible.
3. When a warrant is provided, the law enforcement officials may exercise their authority without interference from school personnel.

COMPUTER/INTERNET ACCEPTABLE USE POLICY-- All

use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or

revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the

Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or

permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.

- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

DANCE REGULATIONS -- The following regulations are intended for all school sponsored dances:

1. Be sure the dance has been approved by the Principal and is on the monthly calendar of activities.
2. A minimum of three faculty members must be present at the dance. It is suggested that two sets of parents be invited to attend. If the sponsor in charge deems it necessary, arrangements for police should be made.
3. All after-game dances may be scheduled to begin anytime, but will end no later than 15 minutes before curfew (11:00 p.m. Sunday through Thursday and 12:00 midnight Friday & Saturday.)
4. Once students leave the dance, they will not be readmitted.
5. All school policies as stated in the student handbook are in effect at all school-related dances, including any dance not held on school property. These policies also apply to all non-DTHS guests.

6. Guests of DTHS students must be registered in the Principal's office, and must be at least a high school freshman, but not older than 20 years of age.
7. A breathalyzer will be displayed at each dance and utilized if a student is suspected of being under the influence of alcohol.
8. Students with unpaid fees/fines **may not** attend Prom.

E-CIGARETTES/VAPOR PEN

E-Cigarettes/Vapor Pen – According to the FDA, electronic cigarettes, or e-cigarettes, are devices that allow users to inhale a vapor that may contain nicotine or other substances possibly including illicit drugs. The possession or use of e-cigarettes or vapor pens by students in school or school-approved vehicles, or at any school-related event is strictly prohibited. Compliance with this policy is mandatory for all students. Any student who violates this policy will be dealt with according to the discipline matrix for the material found in the e-cigarette/vapor pen, i.e., nicotine, drugs, or any other substance used as an inhalant in accordance with due process up to and including expulsion from school. When required by State Law or Board Policy, the District will also notify law enforcement officials. These pens will not be returned to the student or family if confiscated.

ELECTRONIC DEVICES--The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, ipod©, ipad©, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

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

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

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

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

EXPLOSIVE DEVICES -- The use, possession, or sale of explosive devices is prohibited.

FORGERY -- Writing and using the signature of another person for the purpose of falsifying any sort of document is prohibited.

GANG & GANG ACTIVITY

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

INAPPROPRIATE PRINTED MATERIAL -- Any published materials or items that are inappropriate for our school are not to be brought onto school property.

PARKING--Students must park their vehicles in the designated lot west of the school. 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 south and north of the school are for school staff, personnel, and others designated by administration. These lots **MAY NOT** be used by students unless pre-authorized by school administration. Without proper authorization, 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.

SEXUAL HARASSMENT--Sexual harassment is prohibited. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, or engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits, services, or treatment; or
 - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting the student.

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

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the Building Principal, who is the District's Nondiscrimination Coordinator, or the School Counselor. Students may choose to report to a person of the student's same sex. If the Principal has allegedly committed the act or acts of sexual harassment, persons with complaints may direct their concerns to the Superintendent. Complaints may also be filed through the formal grievance procedure outlined in the Board of Education Policy No.1203. 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 one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action.

This handbook will not cover all situations. In the event something arises not mentioned, the administration reserves the right to make all necessary decisions.

SECTION 4
ENROLLMENT AND ACADEMIC INFORMATION

DAILY SCHEDULE

DTHS Modified Block Bell Schedule

Monday Bell Schedule	
1	8:10-8:49 (39)
2	8:53-9:31 (38)
3	9:35-10:13 (38)
4	10:17-10:55 (38)
Lunch	10:55-11:25 (30)
5	11:29-12:07 (38)
6	12:11-12:48 (38)
7	12:52-1:29 (38)
8	1:33-2:10 (38)
Teacher SIP	2:10-3:10
Tuesday & Friday Bell Schedule	
1	8:10-8:57 (47)
2	9:01-9:46 (45)
3	9:50-10:35 (45)
4	10:39-11:24 (45)
Lunch	11:24-11:54 (30)
5	11:58-12:43 (45)
6	12:47-1:32 (45)
7	1:36-2:21 (45)
8	2:25-3:10 (45)
Wednesday & Thursday Bell Schedule (Wed.Odd Day / Thu.Even Day)	
1/2	8:10-9:35 (85)
3/4	9:39-11:02 (83)
Lunch	11:02-11:32 (30)
5/6	11:36-12:59 (83)
7/8	1:03-2:26 (83)
Homeroom	2:30-3:10 (40)

DRIVER EDUCATION -- It is policy set by the State of Illinois Department of Education that each driver education student must complete thirty total hours of classroom instruction in order to be eligible to receive a driver's license. If a student at DTHS misses four or more classes during their classroom portion of the program they will be removed from the class and will have to retake the class at another time. ISBE policy also states that a student must have passed a total of 8 classes in their previous two semesters of school to be eligible for the Driver Education class.

Government policy also states that each student must have their permit for nine months and receive six hours of behind the wheel instruction, plus fifty hours of driving time with a parent or guardian before a student can receive a driver's license. It is also the policy at DTHS that each student will have to fulfill ten of those mandated fifty behind the wheel training hours, before he or she will be allowed to start the lab portion of Driver Education. Students who are failing more than 2 classes on the weekly eligibility report will not be allowed to participate in behind the wheel driving that week.

EARLY GRADUATION – Early graduation will be limited to only those students who are faced with unique situations. Applications for early graduation will be considered on a case by case basis. Students must meet all graduation requirements by the end of the first semester of their senior year and have a request in writing to the Board of Education before the October meeting. The request must be signed by both student and parent. A written verification statement from an employer, college personnel, or military personnel must accompany the student/parent request.

Early graduates may not participate in 2nd semester extra-curricular activities. Early graduates will not be allowed to attend dances (i.e. Winter Ball, Prom) unless they are an invited guest of a current DTHS student. Early graduates may be allowed to participate in graduation ceremonies in May.

EXTERNAL COURSE CREDIT --Students may receive credit from courses offered by accredited secondary and postsecondary institutions which require student attendance. Earning credits in this manner, not to exceed two, shall require prior approval from the principal.

External credits needed to complete graduation requirements must be earned during or prior to the last semester of attendance for the student to participate in commencement exercises. Correspondence course credits will not be accepted.

FLEXIBLE SERVICE DELIVERY--(FSD) is an educational support system used in Livingston County which utilizes existing services and staff members (teachers, administrators, support personnel, etc.) in cooperation with students and parents. The focus of this process is to address student needs in the areas of academic development, social relationships, or behavioral expectations.

Student concerns are presented during a building-based team meeting. Parental participation in this meeting is valuable to help develop a plan of interventions to meet student needs. The team may consist of parents, students, educators, and support staff, such as: school psychologist, school social worker, educational consultants.

If the student continues to experience difficulty, other services may need to be considered. Written parental permission is needed to put into place these different services. If after a period of time, the student's need is not met, additional information may be gathered by developing questions related to the student's school performance. The responses to these questions provide information needed to help students be successful in school.

The FSD Model does not eliminate the possibility of requesting a traditional assessment (Case Study evaluation). A written request for your student to be assessed in a traditional manner can be made at any time. Also, the team will ask your permission to gather any information about your student that we feel will help us better plan interventions. If the team feels that special education services may

be needed, another consent will be required. The process of FSD is not meant to delay any consideration for special education services.

If you have any questions, please contact Livingston County Special Services Unit (815)844-7115 or DTSH.

GRADING SYSTEM

DTSH calculates grade point average based on a 4.0 scale

4.0	A
3.0	B
2.0	C
1.0	D
0.0	F

Courses designated as "weighted" receive an additional; 1.0 weighting (does not apply to an "F".)

5.0	A
4.0	B
3.0	C
2.0	D

GRADING SCALE

A = 100% - 90%
B = 89% - 80%
C = 79% - 70%
D = 69% - 60%
F = 59% and below

Honor Roll: 3.000-3.499 GPA

High Honor Roll: 3.500 and above GPA

GRADUATION REQUIREMENTS

- English - 4 units
- Science--2 units
- Math --3 units
- Social Studies --2 1/2 units
- 1/2 American Gov't

1 World History
1 U.S. History
Health -- 1/2 unit
Consumer Ed -- 1/4 unit
Driver Ed -- 1/4 unit
Vocational Ed -- 1 unit
Physical Education – 3.5 units

Note: Students must pass all units of PE in which they are enrolled, unless a waiver was granted.

Normal Class Load -- Students are required to be enrolled in at least 7 graded classes each semester.

*Students are urged to take the initiative to meet with their guidance counselor on a regular basis to make certain that a proper course of study is being followed. This will help avoid disappointment at graduation time.

*As of May, 2015, the following requirements apply for graduation:

Class of 2018 and beyond: 25 credits

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

GRADUATION RECOGNITION—Beginning with the class of 2018, students will no longer be recognized at commencement as valedictorian and salutatorian. Instead, students with a cumulative GPA of 3.5-3.94 will be recognized as “Cum Laude” and students with a cumulative GPA of 3.95 or higher will be recognized as “Magna Cum Laude.”

*All classes are used for computation for class rank, grade point average, and honor roll, with the exception of study halls and self-contained special education classes, which count for honor roll but not class rank or grade point average.

*All students must pass an examination on the U.S. and Illinois Constitution.

GUIDANCE AND COUNSELING SERVICES -- The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

HOMEROOM EARLY LEAVE

Students in good standing will be allowed to leave school after the last class period on Wednesday (7th Period) and Thursday (8th Period). A student will be considered to be in good standing when all criteria below are met.

1. Student does not appear on the weekly D/F list
2. Student does not have a discipline referral the prior and current week
3. Student does not have an unexcused absence the prior and current week
4. Student has less than 4 total excused absences the prior and current week
5. Student has less than 50 cumulative points on the Discipline Matrix

LIVINGSTON AREA CAREER CENTER--All Area Career Center students must ride the bus to and from the center unless the administration grants special permission for other arrangements. A student who misses the LACC bus is not allowed to drive to LACC. However, with administrative approval, the student's parent or

immediate guardian is allowed to transport the student to LACC. A student who drives to LACC without securing administrative approval will be subject to disciplinary action. Upon the first offense, the student will receive an in school suspension. For repeated offenses the student will be subject to further suspensions and considered for removal from the LACC program. Attendance is extremely important. If a student . Students who are removed from LACC due to excessive absences after the first semester, will be required to reimburse Dwight Township High School for the 2nd semester tuition the school has paid. Students that miss the LACC bus are required to be at school by 8:10am. They will report to the office until their first DTHS class begins. If students are not at school by 8:10 they will receive a week of lunch detentions.

REGISTRATION -- Registration for classes will be scheduled during the spring of the year. Students will meet with their counselor to review their choice of subjects and complete their registration selection forms for classes they wish to take during the following school year.

SCHEDULE CHANGES -- Student initiated schedule change requests must be made within the first five (5) days of the school year (this includes Advanced Placement courses.) Schedule changes will be made only if:

1. It is possible in terms of your existing schedule and the change will not overload a particular class.
2. The change results in a reasonable program of studies in terms of the established curriculum.
3. The changes are approved by parents, School Counselor, and Principal.

SEX EDUCATION CLASSES--Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases;

recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. [1]Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

SUMMER SCHOOL -- Summer school offerings will vary from year to year. Students who plan to attend summer school should make their intentions known early to the counselor, who will assist in enrolling the student in an appropriate summer program.

WITHDRAWAL POLICY -- Students who withdraw or transfer to another school must complete the proper form. Withdrawal/Transfer forms can be obtained from the Guidance Office.

SECTION 5 **STUDENT AND SCHOOL RIGHTS**

SEARCH AND SEIZURE -- In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other

school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

STUDENT PRIVACY PROTECTIONS--Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility for participation in a program or for receiving financial assistance under such a program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational

curriculum within a reasonable time of their request.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian has consented; or (2) to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

STUDENT RECORDS--A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect

to the student's school records. They are:

- 1.The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

- 3.The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are

inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has

enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

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

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

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

6. The right to prohibit the release of directory information.

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

- Name
 - Address
 - Grade level
 - Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - Academic awards, degrees, and honors
 - Information in relation to school-sponsored activities, organizations, and athletics
 - Major field of study
 - Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.[2]

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

STUDENT RIGHTS ON SUSPENSIONS AND EXPULSIONS

-- A student has a right to an "informal" hearing for any suspension. During the informal hearing, the student will be told of the complaint. The student will be given an opportunity to tell his/her side of the story. The informal hearing will be held by the Principal or his designee. A student may be suspended from one to ten school days after this informal hearing. The parent will be notified. If the parent or student is not in agreement with the handling of the suspension, they may request a formal hearing with the Superintendent.

USE OF POLICE AND/OR POLICE DOGS -- It is the responsibility of the school to deal with student disciplinary problems whenever possible according to the policies and procedures established by the district and the school. However, when violations of state laws or city ordinances occur, or when students or parents refuse to work within the established policies of the district and school, or when security of person or property appears to be in jeopardy, the school will not hesitate to call the police and begin prosecution proceedings.

SECTION 6 CO-CURRICULAR ACTIVITIES

CONTRACTUAL RELATIONSHIP--This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules and regulations. Membership or participation in a school sanctioned activity is a privilege and not a property right.

Participating in student activities is considered an extension of, but separate from, the regular high school curriculum. While the regular curricular program is a right afforded to each student, participation in the extracurricular program is a privilege and, as such, carries certain expectations beyond those found in the normal classroom situation. The important goals of the activities program are to give students direction in developing healthy living habits discipline, leadership, teamwork, opportunities to participate in fun activities, and respect for rules and regulations. It is to these ends that an extracurricular discipline code is established for young people taking part in the student activities program. The acceptance of participation in student activities involves a commitment by the participant to adhere to the extracurricular disciplinary code as developed by Dwight Township High School. It is the responsibility of the coaches and sponsors to inform participant's responsibility to be aware of the code and to adjust behavior accordingly so that it becomes unnecessary for a coach or sponsor to have to enforce the code.

PARTICIPATION IN EXTRACURRICULAR

ACTIVITIES--A student must be in attendance a full day of an event to participate or practice, a prearranged must be for medical reasons. A prearranged may be obtained the day of the appointment.

EXCUSED FROM PHYSICAL EDUCATION-- Students

medically excused from physical education may not participate in extracurricular sports, cheerleading or drill team.

ATHLETICS -- Dwight Township High School offers a diversified program of interscholastic athletic competition. It is our belief that participants in the program develop into healthy individuals and gain self-confidence through their participation.

Each sport is assigned a head coach who is directly responsible to the Athletic Director. The entire sports program is governed locally by Board Policies Relating to Extracurricular Athletics Policy 7:300. The DTHS athletic program is also subject to the rules and regulations of the River Valley/Tri-County Conference and the Illinois High School Association.

The rules and regulations of the three agencies help to establish student eligibility, athletic injury procedures, practice sessions, training regulations, and awards, as well as outlining the duties of the Athletic Director and the coaching staff. Copies of any of these regulations can be obtained from the Athletic Director.

There will be a mandatory meeting of the coaches, players' parents(s)/guardian(s) prior to the beginning of the season. At this meeting coaches will go over the training rules with the parents and athletes.

Athletes are responsible for the proper care of uniforms issued to them. Students will be charged for lost or damaged uniforms. If a student fails to return his/her uniform or fails to pay for a damaged uniform, he/she will not be able to participate in the next desired extra-curricular season until the uniform is either paid for or returned.

NATIONAL HONOR SOCIETY -- Dwight Township High School inducts members into the Laurel Chapter of the National Honor Society once each year. The induction ceremony takes place during the fall of the year. Students qualify for consideration as members by having attained sophomore status and having an accumulative grade point average of at least 3.5 on a 4.0 scale.

Eligible candidates are then evaluated by the faculty on the merits of the candidate's character, leadership ability, and service to community and school. The faculty council then selects the members by using a scale that gives all criteria an equal weight. The faculty council is made up of five faculty members and selection is awarded with a minimum of three yes votes. The National Honor Society Sponsor is not a voting member of the faculty council.

Members may be dismissed from the National Honor Society for chronic or flagrant actions (i.e., violation of civil law or school policy) which are not consistent with the ideals and philosophies associated with membership in the NHS. The faculty council will be convened at least once each year to review current membership, and if necessary, to institute the dismissal process. Members who face dismissal will be given the opportunity to address the faculty council regarding the infraction.

DTHS ACTIVITY CODE

Dwight Township School officials, coaches of athletic teams and sponsors of student activities believe that students who are selected for the privilege of participation on teams, squads, performing groups, clubs and other school organizations should conduct themselves as responsible representatives of the school. In order to assure this conduct, coaches and sponsors enforce a Code of Conduct. Furthermore, members of teams and organizations who fail to abide by the Code of Conduct are subject to immediate disciplinary action. Members of teams and organizations must always serve as exemplars of high moral character and must demonstrate appropriate academic commitment which is expected of all students. As recognized representatives of their school, participants are expected to exhibit appropriate behavior during the season (activity) or out of season, in uniform or out of uniform , on campus or off campus.

ATHLETICS

TYPE 1 TRAINING REGULATIONS

As a Student-Athlete of Dwight Township High School

I will not:

1. Smoke or use tobacco in any form (i.e. smokeless tobacco)
2. Consume, possess or distribute alcoholic beverages
3. Consume, possess or distribute illegal drugs or substances, or look a likes
4. Steal or vandalize our school or our opponent's property as well as any individual's property

PENALTY FOR VIOLATION OF A TYPE 1 VIOLATION FOR ALL STUDENT PARTICIPANTS

1. On a first offense the suspension will be one-third (1/3) of scheduled contests for current or upcoming season with unfulfilled fraction to carry over to the next sport season when necessary and in compliance with all other provisions of the Activity Code of Conduct. The suspension must be for the next contest(s) in which the school and the student-athlete would be participating.

2. On a second offense the athlete has two choices:

Choice A: suspension from two-thirds (2/3) of scheduled contests for current or upcoming sport season with unfulfilled fraction to carry over to the next sport season when necessary and in compliance with all other provisions of the Activity Code of Conduct.

Choice B: Enroll and work toward completing an educational substance abuse program approved by the Dwight Township High School Board of Education

- If the athlete enrolls at IHR, the punishment will be reduced. The suspension will be the same as a 1st time violator.
- Athlete will remain a member of the team
- IHR will keep DTHS updated on the athlete's attendance, progress, etc.
- Failure by the athlete to comply with IHR will reinstate the suspension (choice A above), starting at the date of failure to comply with IHR

3. On the third offense: The athlete will be suspended for a period of one calendar year from the date of the third or subsequent offence.

Any athletic participant, after being placed on the penalty list, who goes an entire calendar year after the date of the infraction without another offense, shall for ONE TIME ONLY be placed back one step. Any further violations at any time would proceed through the offense levels as stated in the code without any further reduction of penalties.

Students must finish the entire season in good standing for completion of a violation.

NOTE: ALL OFFENSES ARE CUMULATIVE DURING A STUDENT'S HIGH SCHOOL CAREER. THE CODE OF CONDUCT IS REGULATED ALL 365 DAYS OF THE YEAR.

TYPE 2 TRAINING REGULATIONS FOR ALL STUDENT PARTICIPANTS

As a Student-Athlete of Dwight Township High School
I will not:

1. Violate the state and local curfew laws as well as any curfew rule set up by the coach for the sport in which I participate.
2. Engage in any conduct that could be interpreted as being embarrassing to myself, to my parent(s), to my school, or to my community.

3. Hazing activities of any type are inconsistent with the educational goals of Dwight Township High School and are prohibited at all times. DTHS will investigate all complaints of hazing that occur on or off school property and during and after school hours. Hazing means 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.

PENALTY FOR VIOLATIONS OF RULES 1-3:

Suspension for 10% of scheduled contests for current or upcoming season with unfulfilled fraction to carry over to the next sport season when necessary and in compliance with all other provisions of the Activity Code of Conduct. The suspension must be for the next contest(s) in which the school and the student-athlete would be participating.

4. Be absent after 9:45 unless I have a medical **pre arranged** absence slip on file in the guidance office, due to a death in the family, or a prearranged college visit.

Steps for college visit

- Provide a note of written permission from a parent or guardian at least two days prior to the visitation
- Have an appointment with the college verified through the guidance office.
- Obtain the appropriate form from the guidance office. The student must have the designated college or university officials sign and date the form.
- Obtain a prearranged absence form to be signed by all the student's teachers

There are special circumstances that may arise and judgment will be made by the administration.

PENALTY FOR VIOLATION OF THIS RULE:

Suspension from any athletic contest(s) or practice(s), which occurs on that/those dates

5. Conduct myself in any manner, which would cause me to be given a suspension from school for a part of a day or more.

PENALTY FOR VIOLATION OF THIS RULE:

Suspension from any athletic contest(s) or practice(s) which occurs on that/those date(s).

6. Damage, destroy, or lose any athletic equipment or uniform issued to me.

PENALTY FOR VIOLATION OF THIS RULE:

Restitution for the repair or replacement of the damaged or lost items.

7. Be present in any location where alcohol or illegal drugs are being used by minors unless my parent(s) or my guardian(s) are present.

PENALTY FOR VIOLATION OF THIS RULE:

To be determined by the code of conduct committee*.

8. Deliberately miss a practice scheduled by the coach or game/performance, for the sport in which I participate.

PENALTY FOR VIOLATION OF THIS RULE:

To be determined by the athletic director with consultation with the coach(s) or sponsor(s) of the sport or activity.

CONCUSSIONS AND HEAD INJURIES--Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association[1] before being allowed to participate in any athletic activity, including practice or competition.

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

ACTIVITIES

TYPE ONE ACTIVITY VIOLATIONS FOR ALL STUDENT PARTICIPANTS

Clubs and organizations (Spanish club, Library club, FCCLA, National Honor Society, Mathletes, Scholastic Bowl, FFA, Student Council/Class Officers, Peer Mediation)

Consequences for infractions of substance abuse rules by members of clubs and organizations are determined by the following guidelines:

1st offense: Suspension from club meetings/activities for one month.

2nd offense: Suspension from club meetings/ activities for two months.

3rd offense: Suspension from club meetings/activities for one year. These suspensions may carry over from season to season.

Student performance/contest organizations: (Band, Trojan Guard, Drama, Scholastic Bowl and Mathletes)

1st offense: Students will not be permitted to participate in and /or audition for the next major performing event and/or shall serve four (4) consecutive Saturday detentions.

2nd offense: Suspension for at least two (2) performances.

3rd offense: Suspension from performing events for one year. These suspensions may carry over from season to season.

PROCEDURES FOR VIOLATIONS:

A student may be suspended from participation in any activity according to the following procedures:

1. All reports of violations of the Code of Conduct are to be made either to the Administration, or to his/her coach/sponsor.
2. Upon determination by the Administration that a violation has occurred, there will be a meeting with the administration, the coach or sponsor of the student and the student.
3. After determining the course of action, the coach, sponsor, or administration will contact the students' parents and let them know what decision has been made.
4. Right of Appeal: A student and/or his/her parents may appeal a decision by writing a letter to the coach/sponsor of the respective activity with copies to the administration within two (2) school days following the meeting of the code of conduct meeting. The student will be suspended pending right of appeal.

Within five (5) school days after the letter is received, the administration will notify the parents and the participant of the time and place of the appeal hearing. The code of conduct committee* will hear the case and will take action that they consider appropriate. During the time between the original decision and the appeal hearing, the principal has the authority to waive the action which has been taken.

*The code of conduct committee will be comprised of the Principal, Athletic Director, the coach or sponsor of the activity, and two other faculty members.

Note: The code of conduct may not cover all situations. In the event that something arises that is not mentioned, the administration reserves the right to make all necessary decisions.

Eligibility

1. Weekly: A student must be passing 8 academic subjects or equivalent to a full schedule weekly to be eligible to participate the following week.
2. Semester: A student must pass 7 academic subjects in a semester to be eligible to participate the following semester.

Parent/Coach Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position we are better to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach

1. Philosophy of the coach
2. Expectations the coach has for your child
3. Locations and times of all practices and contests
4. Team requirements, i.e., fees, special equipment, off-season conditioning
5. Procedure should your child be injured during participation
6. Discipline that results in the denial of your child's participation

Communication coaches expect from parents

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts well in advance
3. Specific concern in regard to a coach's philosophy and/or expectations

As your children become more involved in the programs at DTHS, they will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way you and your child wishes. At this time discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches.

1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior

It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as the following, must be kept to the discretion of the coach.

Issues not appropriate to discuss with coaches

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If you have a concern to discuss with a coach, this is the procedure you should follow.

1. Call to set up an appointment
2. The DTHS number 584-6200.

3. If the coach cannot be reached, call the Athletic Director. He/she will set up the meeting for you.
4. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

THE NEXT STEP

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

COMMUNITY RELATIONS

Spectator Conduct and Sportsmanship For Athletic and Extracurricular Events

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event the person is attending and/or denied admission to school events for up to a year after a School Board hearing.

Examples of unsportsmanlike conduct include:

- using vulgar or obscene language;
- possessing or being under the influence of any alcoholic beverage or illegal substance;
- possessing a weapon;
- fighting or otherwise striking or threatening another person;
- failing to obey the instructions of a security officer or school district employee; and
- engaging in any activity which is illegal or disruptive.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with

return receipt requested, at least 10 days before the School Board hearing date, containing:

1. The date, time, and place of a Board hearing;
2. A description of the unsportsmanship like conduct;
3. The proposed time period that admission to school events will be denied;
4. Instructions on how to waive a hearing.

COOPERATIVE SPORTS

Participants who violate the Athletic Code of Dwight Township High School will be reported to GSW or Pontiac (and vice versa) as a condition of the Cooperative Agreement between the two schools. Students in a cooperative program at one school will be subject to penalties at the succeeding level at the other school should a violation occur. (For example, a student at Level One at one school will also be considered to be at Level One at the other school.)

NOTE: The Activity Code of Conduct may not cover all situations. In the event that something arises that is not mentioned, the administration reserves the right to make all necessary decisions.

STUDENTS

Administrative Procedure—Extracurricular Drug and Alcohol Testing

Definitions

A. Extracurricular Activities

School sponsored activity, and/or competitive, IHSA-governed activities held outside the regular school day and representing Dwight Township High School, where participation is voluntary and no academic credit or grades are awarded, including: Interscholastic Athletics, Speech, Scholastic Bowl Team, Cheerleading (competitive and team), Student Council,

Yearbook, Drama, FCCLA, FFA, Library Club, Spanish Club, Mathletes, National Honor Society, and Flags.

B. Extracurricular Participant

Any student who is trying out for or participating in any extracurricular activity defined above. Should any student be unsuccessful in trying out for a given activity and not choose to be involved in any other activity for the remainder of the school year, parents should send a letter indicating and requesting the removal of the student's name from the random list.

C. Prohibited Substances

Any substance considered illegal or controlled by the Food and Drug Administration.

D. Testing Cycle

Testing cycle is the time period for random tests determined by the District and Testing Organization. Cycles may be weekly, monthly, quarterly, semester, or by season.

E. Diluted Specimen

A specimen with a specific gravity of less than 1.003 and creatinine level less than 20mg/dl is considered diluted.

F. Testing Organization

The Board of Education will designate an accredited facility or organization to conduct the random drug-testing program and all required testing activities and/or tasks.

Consent Form

To try out for or to participate in any school sponsored extracurricular activities, the student must read this policy and sign a consent form by which the student agrees that as a condition of participation in extracurricular activities, he/she will consent to the drug-testing program outlined in this procedure. This consent form must also be signed by the student's parent(s)/guardian(s) at the beginning of the school year.

Students deciding to participate in an extracurricular activity after the sign-up deadline will be required to be tested on the next scheduled test date after the signed consent form is returned and will then remain subject to random testing for the remainder of the school year.

Withdrawal of Consent

Consent for random drug and alcohol testing may be withdrawn by:

- 1) An extracurricular participant who fails to make the team/activity under tryout procedure outline.
- 2) An extracurricular participant who voluntarily withdraws from participation in an extracurricular activity.
- 3) An extracurricular participant in his/her senior year who will not be participating in any additional qualified extracurricular activities for the remainder of his/her high school career.
- 4) Withdrawal of consent must be sent to the principal or designee who will verify study no longer participates in any qualified extracurricular activities.

Should a withdrawn extracurricular participant elect to resume participation in an extracurricular activity, he/she will be required to be tested on the next scheduled test date after the signed consent form is returned and prior to tryout or participation in the extracurricular activity.

Noncompliance

If a student or his/her parent(s)/guardian(s) refuse to sign the consent form, the student will not be permitted to try out for or participate in the extracurricular activity until consent is given.

If an extracurricular participant refuses to be tested or does not complete the test as instructed, he/she will be ineligible to participate in extracurricular activities until the next scheduled test date, at which time he/she will automatically be tested.

Confidentiality

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the extracurricular participant, his/her parent(s)/guardian(s), and the High School Principal.

The results of the testing shall not be used as a basis for any disciplinary action other than disqualification from participation in extracurricular activities. Test results will not be turned over to any law enforcement authorities.

The test results will not be part of the extracurricular participant's permanent school record, but will be kept in a separate, secure file in the High School Principal's Office. The results of testing, negative or positive, will be kept until the student has transferred, graduated, or permanently withdrawn from the District. Upon transfer, graduation, or permanent withdrawal, all test results and related records will be destroyed.

Test results will be forwarded to the licensed substance abuse treatment program at the Institute for Human Resources in Pontiac, Illinois. The parent(s)/guardian(s) may request the test results be forwarded to another licensed substance abuse treatment program.

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, unless ordered by a court of competent jurisdiction.

Random Selection of Extracurricular Participants for Testing

At the beginning of the school year, each extracurricular participant shall be assigned a number by the Principal. The selection of numbers will be made by the Testing Organization. The numbers will be computer generated and include M or F, for male/female designation of students to help with staffing needs from the testing organization. Students will be eligible for random testing throughout the school year. During each Testing Cycle, numbers will be randomly selected by the Testing Organization and

forwarded to the High School Principal for notification of the extracurricular participants to report for testing. After testing, an extracurricular participant's number will be returned to the testing population and subject to re-selection. Each extracurricular participant will be subject to random testing throughout the school year, but will not be required to submit to random testing more than three (3) times during the school year. Testing will be conducted two times during each season (fall, winter, and spring) for a total of six testing dates.

Notification of Extracurricular Participant Selection/Absence

The selected extracurricular participants will be notified and escorted to the testing area. If the student is absent from school, and the absence is unexcused, the student will be ineligible for competition until the next testing date, and then will automatically be tested on that date. If the absence is excused, the student will remain eligible for practice and competition, but will automatically be tested on the next date.

Self-Referral

Any extracurricular participant who has used or is using any prohibited substance may self-report before being selected for random testing. Such extracurricular participants will not be subject to discipline under the Dwight Township High School Co-curricular Code but must enroll in a licensed substance abuse treatment program. The District requests this treatment to be completed at the Institute for Human Resources in Pontiac, Illinois. They may also submit to a follow-up test upon completion of the treatment program and to random testing for the rest of the school year. If the extracurricular participant's follow-up test is positive or the THC nanogram is not less than the previous test, the extracurricular participant will be ineligible to participate in extracurricular activities for the remainder of the season or duration of the activity. Failure to submit to random testing or successfully complete the licensed substance abuse treatment program will also result in the extracurricular participant being ineligible for the remainder of the season or duration of the activity.

Once an extracurricular participant is randomly selected for testing, self-referral is no longer an option.

An extracurricular participant may only self-refer one (1) time during his/her school career.

Student Transfers

A student transferring to Dwight Township High School will be provided a copy of this policy. Transfer students and parents will be given a reasonable period of time (not to exceed ten (10) school days to determine whether or not the student intends to participate in the extracurricular activities. If, within the period of time given, the consent form is signed, the student's name will be added to the random list. If a decision is made to participate after the original period of time, the student will be required to be tested on the next scheduled test date after the signed consent form is returned and prior to tryouts or participation and then will remain subject to random testing for the remainder of the school year.

Testing Procedures

1. Testing may occur on any day, Monday through Friday, during the school day or during an after or before school extracurricular activity.
2. No extracurricular participant will be given advance notice or early warning of the testing. Participants will be allowed to complete any classroom tests before complying with the random screening.
3. Testing may be performed by breath alcohol testing and/or urinalysis.
 - a) Upon being selected for breath alcohol testing, an extracurricular participant must provide an adequate amount of breath so that the measuring device can measure any alcohol concentration in the breath.
 - b) Upon being selected for a urinalysis test, the extracurricular participant shall provide a sample of "fresh" urine according to the quality control standards of the Testing Organization.

- (i) A member of the Testing Organization will accompany the extracurricular participant while he/she produces an adequate, verifiable urine specimen. The extracurricular participant will not be under direct visual observation while providing the sample, unless there is reason to believe he/she will alter or substitute the specimen to be provided.
 - (ii) If the extracurricular participant is unable to produce a specimen, he/she will be required to drink up to 40 ounces of fluid. If the extracurricular participant is unable to produce a specimen within 2 hours, the extracurricular participant will be ineligible for participation in extracurricular activities until the next scheduled test date, on which he/she will be automatically tested. The parent(s)/guardian(s) will be telephoned and informed that the extracurricular participant was unable to produce a sample and is ineligible for participation.
 - (ii) The head strip on each specimen bottle indicates the validity of the urine specimen by temperature. All specimens registering below 90 degrees F (32 degrees C) or above 100 degrees F (38 degrees C) will be invalid. If a specimen is invalid, the extracurricular participant must provide another specimen.
4. An extracurricular participant who tampers with or cheats during specimen collection will be ineligible for all extra-curricular activities for one calendar year from the date of the infraction. This will be reported to the extracurricular participant's parent(s)/guardian(s).

Chain-of-Custody

1. The Testing Organization will provide appropriately trained employees to set up the collection environment, secure the specimens, and supervise the chain-of-custody.
2. A District employee will deliver a notice to each extracurricular participant who has been randomly selected for testing and escort him/her from the classroom or activity to the Dean of Student's office. No extracurricular participant is allowed to go to his/her locker. A Testing Organization employee

- will escort each extracurricular participant from the Dean's office to the collection site.
3. Extracurricular participants will be instructed to remove all coats and wash their hands in the presence of the Testing Organization employee before entering the restroom. The restroom door will be closed while the extracurricular participant provides a urine specimen. The Testing Organization employee will wait outside the restroom. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off and sealed with evidence tape. All garbage containers will be removed from the restroom stalls.
 4. A sanitized kit containing a specimen bottle will be given to each extracurricular participant. The bottle will remain in the extracurricular participant's possession until he/she signs that the specimen is sealed.
 5. The extracurricular participant must sign a form verifying that the specimen is his/hers and that he/she witnessed it being sealed by an employee of the Testing Organization.
 6. After the specimen is sealed, it will be transported to the testing laboratory by Testing Organization personnel.
 7. The seal may be broken only by the laboratory testing the specimen. If the seal is tampered with or broken after leaving the extracurricular participant's possession and prior to arriving at the laboratory, the specimen is invalid. The extracurricular participant will remain eligible for extracurricular activities but will automatically be tested on the next scheduled test date.

Testing Results

1. Breath Alcohol positive tests are confirmed at the time of testing with a second test. Results are given immediately to the High School Principal or designee.
2. The testing laboratory will submit results of urinalysis to the Testing Organization, and the Testing Organization will report the results to the High School Principal or designee.
 - A. If an urinalysis using at least two different types of analyses shows a positive result for the presence of a prohibited substance, the Medical Review Officer (MRO), a medical doctor employed by the Testing Organization, will notify the

extracurricular participant's parent(s)/guardian(s) of the positive result and investigate the use of a prescribed or over-the-counter medication or the existence of a physical condition or medical history that would explain the positive result. If no explanation exists within the physician's guidelines, the MRO will deem the test result positive. If the MRO is unable to reach the extracurricular participant's parent(s)/guardian(s) after three documented attempts, the High School Principal will be notified to have the parent(s)/guardian(s) call to speak with the MRO to complete the verification of the positive test result.

- B. If the test is verified "positive", the Principal or designee will inform the extracurricular participant and his/her parent(s)/guardian(s) that he/she is in violation of the Dwight Township High School Co-curricular Code of Conduct and that the extracurricular participant will be ineligible for tryouts or participation in extracurricular activities in accordance with the Code of Conduct. The extracurricular participant and his/her parent(s)/guardian(s) will also be given the name and phone number of Institute for Human Resources in Pontiac, Illinois.
 - C. The parent(s)/guardian(s) of an extracurricular participant who tests negative will be notified by mail as soon as practical of the District's receipt of the information by the High School Principal.
 - D. Should the laboratory determine that the urine sample is a dilute specimen, the extracurricular participant and his/her parent(s)/guardian(s) will be notified. The extracurricular participant will be re-tested at the next scheduled test date. The extracurricular participant will remain eligible until the re-test results are known.
3. A follow-up test will be required after a first-offense period of ineligibility. If the follow-up is negative, the extracurricular participant will be allowed to participate in extracurricular activities. If this follow-up test or any subsequent random test is positive, it will be considered a second violation and the extracurricular participant will be subject to further ineligibility in accordance with the Dwight Township High School Co-curricular Code of Conduct.

4. A positive test result will be shared on a need-to-know-basis with the extracurricular participant's coach or sponsor. The results of negative tests will be kept confidential.
5. The Testing Organization's test result sheets will be made available to the High School Principal or designee. Names of tested extracurricular participants and their test results will not be kept in open files or on any computer. Result sheets will be locked and secured in a location which only the Principal or designee has access.

Re-testing

The extracurricular participant or his/her parent(s)/guardian(s) may request that a urine specimen testing positive be tested again by a certified laboratory at the parent(s)/guardian(s) cost. This request must be made by the parent(s)/guardian(s) to the High School Principal within twenty-four (24) hours of notification or the next scheduled school day of the first positive test result. The Principal shall forward the request for re-testing to the laboratory. The extracurricular participant's parent(s)/guardian may not directly contact the testing laboratory. The Testing Organization will bill the parent(s)/guardian(s) for the cost of the same-specimen analysis. If the re-test is positive and there is no explanation within the MRO's guidelines for the positive result, the extracurricular participant will be considered to be in violation of the Dwight Township High School Co-curricular Code of Conduct. If it is determined by mutual agreement of both testing laboratories that the first test was invalid, the parent will be reimbursed by the District for the cost of the re-test.

Financial Responsibility

1. The School District will pay for the cost of all initial random drug and alcohol tests.
2. The cost of re-testing a positive urine specimen is paid by the extracurricular participant's parent(s)/guardian(s).
3. Counseling at the Institute for Human Resources or any other licensed substance abuse treatment facility is the financial responsibility of the extracurricular participant's parent(s)/guardian(s).

4. The cost of the mandatory initial drug and alcohol test for students deciding to participate in an extracurricular activity after the sign-up deadline will be paid by the District.
5. The cost of a follow-up drug and alcohol test (i.e. following self-referral, suspension, etc.) will be the financial responsibility of the extracurricular participant's parent(s)/guardian(s).

Enforcement - The provisions of this policy and these procedures are considered an addition to all other rules and regulations governing student conduct and discipline in extracurricular activities.