

**DONOVAN**  
**COMMUNITY UNIT SCHOOL DISTRICT #3**  
**DONOVAN ELEMENTARY SCHOOL**  
**2561 E. US Hwy 52**  
**DONOVAN, ILLINOIS 60931**  
**[www.donovan.k12.il.us](http://www.donovan.k12.il.us)**

# **STUDENT HANDBOOK**

## **2017-2018**

***Mighty Bobcats***

Superintendent		486 – 7398
K-12 Principal		486 – 7395
Student Services Coordinator		486 – 7395
School Counselor	Ms. Gina Fiore	486 – 7395
District Technology Coordinator	Ms. Jewel Legan	486 – 7395

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## **INTRODUCTION**

This handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. 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 breeches 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. When determining the response for a specific breach of discipline, school personnel will handle each case on a case by case basis. Disciplinary responses may include, but are not limited to, the actions described in this handbook. This handbook is not all-inclusive.

In addition, each principal, within his or her school may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

These grounds for disciplinary action 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 other time when the school is being used by a school group;
- (2) Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
- (3) Traveling or walking to or from school or a school activity, function or event;
- (4) Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.

### **SPECIAL EDUCATION**

To obtain additional information regarding Special Education, please visit the following websites: [www.iroqsea.org](http://www.iroqsea.org) and [www.isbe.net](http://www.isbe.net) .

### **BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. If possible, a list of bus stops will be published at the beginning of the school year before student registration. The AM & PM bus stop location will be pre-determined by assigned district transportation coordinator. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Sit in assigned seat immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.

6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Keep the bus neat and clean.
11. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
12. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
13. Be waiting at your bus stop on time.
14. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
15. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
16. Eating & Drinking is not permitted on the bus.
17. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. 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. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make-up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. \* Video and audio cameras **ARE** actively used on the Career Center busses.

For questions regarding school transportation issues, contact: Superintendent/Transportation Coordinator, Donovan CUSD #3 Unit Office (815) 486-7398.

Cross-references: PRESS 4:110, <i>Transportation</i> PRESS 4:170-AP3, <i>School Bus Safety Rules</i> PRESS 7:220, <i>Bus Conduct</i> PRESS 7:220-AP, <i>Electronic Recordings on School Buses</i>
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## DAILY SCHEDULE: ELEMENTARY BUILDING

8:00 – Teachers in classrooms	3:05 – Prepare to dismiss
8:05 – First bell	3:10 – Dismiss
8:10 – Tardy bell	3:15 – Buses Leave
10:50 – 11:10 – 4 <sup>th</sup> -5 <sup>th</sup> Recess/ 4 <sup>th</sup> -5 <sup>th</sup> Lunch 11:15-11:35	
10:50 – 11:10 – 2 <sup>nd</sup> -3 <sup>rd</sup> Lunch/2 <sup>nd</sup> -3 <sup>rd</sup> Recess 11:15-11:35	
11:35 – 11:55 – K-1 <sup>st</sup> Recess/ K-1 <sup>st</sup> Lunch 12:00-12:20	

Early dismissal times may be announced for special purposes.

## SCHOOL DAY

Donovan Elementary's official school day will be from 8:10 AM – 3:10 PM. The building will be open to students at 7:55 AM. Teachers will supervise students entering the building through the front doors. Students are not to enter the building through other doors. Students will not be admitted to the building prior to 7:55 AM unless prior arrangements have been made, or inclement weather justifies entry. Students are to be in their assigned homerooms prior to the 8:10 bell or they are considered tardy.

Students riding with parents are discouraged from arriving before 7:55 AM due to lack of adequate supervision prior to that time. Parents bringing students to school by car are asked to park on the **EAST** side of the school. Passenger pick-up and drop-off is restricted to the drive directly east of the school. Parents are not to pull into the bus loading area to pick up or drop off children.

Students will be dismissed at 3:10 PM each day to board busses. Students wishing to be dismissed prior to this time are to be released only through the office. **Adults meeting up with students inside are also requested to wait for them at the office.** When the students are dismissed, they will come to the office to meet up with their escorts.

## ATTENDANCE

### **Attendance Policy: Revised June, 2003**

The Board of Education, administration, and faculty feel that maximal education achievement occurs for most students through regular attendance in classes, while excessive absences may result in poor grades and possibly even failure. **It is the student's responsibility to explain absences to their guardians.**

Attendance and academic performances are closely related. All students are expected to attend regularly and to be on time for classes in order to benefit more fully from the instructional program. The Donovan School attendance policies are designed to develop student punctuality, self-discipline, and responsibility. School is the primary occupation of students and, as in any occupation, attendance is expected. Absences will not be taken lightly.

Absences will be tracked each semester. **Once a student accumulates six (6) absences in a semester, the seventh (7<sup>th</sup>) absence and each subsequent absence will be recorded as an unexcused absence.** The only exceptions to this policy are:

1. If a student is ill for multiple days and provides a note from their physician, then these days only count as a single day of absence toward the limit of six (6) days per semester.

2. Any day that a student is absent after reaching the limit of six (6), but the student returns to school with a legitimate note that confirms a trip to the physician's office, will be counted as an excused absence.
3. Any day that a student is absent after reaching the limit of six (6), but the student must attend a funeral for a family member, will be counted as an excused absence.

If your child is ill and will be staying home, please call the corresponding office before 10:00 a.m. This does not authorize your child's absence; however, this does relieve the office of unnecessary concern and phone calls. Phone calls will be made to parents of all students unaccounted for by 10:00 a.m. Please make sure that the School Office has the appropriate phone numbers as to where you may be contacted.

If a student misses 15 minutes of a class without a valid excuse, he/she will be counted as absent and unexcused for that class period. For example, if a student arrives to school at 8:20 a.m. they will be counted as absent, not tardy. Therefore, he/she must have a valid excuse for arriving so late. The administration does not consider over sleeping or chronic car problems as a valid excuse.

The following are examples of excused absences:

1. An absence due to illness verified by a doctor, school nurse, or other medical personnel.
2. Absences or tardiness caused by school personnel such as field trips, necessary co-curricular activities, pre-arranged counselor appointments, disciplinary action requiring the student to miss class (called to the office), and the like, shall not be counted as an absence by the office.
3. Observation of a religious holiday. Students must notify the office in advance of the absence.
4. Death and/or funeral of a family member. This excuse must be requested in the office and must state name and relationship of the deceased person.
5. Court appearance, if subpoenaed.
6. Family emergency, as determined by an administrator.
7. When sent home by a school official (excluding disciplinary actions). Only the day on which the student is sent home shall be considered as authorized.
8. All other absences will be recorded as unexcused.

### **Returning to School after an Absence**

In order for a student's absence to be excused, the parent/guardian must call the office on the day of an absence and/or have the student bring a signed note by the parent/guardian, doctor, or dentist, to the office on the first day back from any absences(s). Students who receive absences will have only one day (per day absent) to make up work. Students who receive an unexcused absence will not be permitted to make up work which was done or completed in class, including quizzes or tests, and will receive a *maximum of 67%* in any course work which was assigned during the absence. **NOTES MUST BE TURNED IN BEFORE SCHOOL STARTS.**

### **Signing Out to Leave School**

If you must leave the school building because of illness or any other emergency, you must SIGN OUT and then when you return...SIGN IN. Failure to follow the proper procedure will result in an unexcused absence. ANY time that you leave the building you must have written or verbal (office verification) permission from your legal guardian(s). Students may not leave the building with anyone other than

parents or legal guardians, unless the principal grants permission. In the case of an accident or an emergency, the parent must be contacted for permission to go home.

### **Change of Address or Telephone**

If, during the school year, your home address, telephone number, or work status should change, please inform the office as soon as possible. If you plan to move from the community, please notify the office as soon as your plans are complete. Also, please notify the main office of changes in a child's caregiver or after-school arrangements.

### **Notification to Parents / Guardians**

So that parents may keep abreast of the attendance pattern of their student, communication with parents will be regular. Once the student has accumulated four (4) recorded absences in a semester, the office will make out a form in duplicate. This form letter is designed to inform parents, students, and the office that the student has accumulated four (4) countable absences in a semester.

### **Pre-Arranged Absences**

1. Doctor or Dental appointments: Appointment cards or a note from a parent/guardian must be presented to the Principal before school begins in the morning.
2. Trips of Educational value: Authorized by the Principal at least 3 days in advance of the absence. A maximum of five (5) days will be allowed for trips. A note must be signed and dated by the parents and given to the Principal. Assignments must be completed as directed by the teachers. [ELEM]
3. The District discourages family trips. Students must have ALL assignments completed in advance of a trip. Any assignments not completed in advance will be given a grade of zero.

### **Field Trips**

Field trips are taken at various times throughout the school year. To participate in a field trip, a student must meet certain requirements. Students that do not meet these requirements may be excluded from the field trip.

Participation on the field trip is a privilege. If participation is not allowed, the student will be required to be in attendance at school. If an excluded student is absent on the day of a field trip, he/she will be assigned an unexcused absence.

In order to participate in a field trip, a student must:

1. Have on file, a signed parent permission form, emergency form, and emergency phone numbers.
2. Be in good academic standing in the class for which the field trip is organized.
3. Be in good behavioral standing in the class for which the field trip is organized.
4. Agree to follow all rules applying to bus conduct and normal school conduct.

When parents are going along on field trips, pre-school children and other siblings/relatives are not to ride along. Parents are discouraged from providing transportation for their students (and other students) to and from field trips. Students will not be allowed to ride to and from any destination in vehicles other than school buses **unless they have written parent permission and administrative approval in**

**advance.** If serious disruptions occur during a field trip, a student may be removed from the group and placed in supervised isolation, or, if needed, parents will be called and student will be sent home.

### **Absentee Assignments**

Students who are unable to attend school because of illness may obtain his assignments by calling the school office before 10:00 A.M. Either parents or friends may pick up the assignments at the office at the time appointed.

### **Evening Activity Following an Absence**

Students absent from school for reasons of illness **MAY NOT** attend or participate in after-school activities. Students participating in after-school activities are required to be in attendance for the last ½ of the school day for that specific day. If a student is absent from school on Friday, or the last day before a school holiday, the student must get permission from the coach, who must inform the athletic director or Principal.

### **Rights of Homeless Students**

The Donovan Community Unit #3 School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available, as prescribed in the McKinney-Vento Homeless Assistance Act.

In an effort to comply with the McKinney-Vento Homeless Assistance Act, Donovan School District affirms that all Homeless Students will not be denied the benefits of, or be subject to, discrimination under any educational program or activity as students who are not homeless.

### **Perfect Attendance**

Perfect attendance is exactly as the title states: perfect. No exceptions, including tardies (excused or unexcused).

Each quarter, students who have perfect attendance are given a certificate. Students who have received perfect attendance certificates for all four quarters will be given a Yearly Perfect Attendance Certificate.

### **Bringing Things to School**

The only time students should bring toys, games, etc. to school is when the classroom teacher has given permission (special occasions, show and tell, etc.). The students will assume responsibility for items brought to school. Items specifically **NOT** to be brought to school include electronic items such as tape players, CD players, video games, cameras, headphones, pagers, and MP3 players. Other items include knives, guns, other weapons or weapon “look alike”, hard balls, lighters, laser pens and pointers. Items brought to school against school policy will be confiscated and returned to a parent. Sports equipment such as balls, bats, racquets, and clubs should also not be brought – unless special arrangements have been made with the teacher.

If your child's bus driver has given special permission so your child can bring/use a game or listen to music while on the bus, these items are still not allowed at school. Your child will need to make arrangements for the bus driver to keep this item during the school day.

In any case, the student is still responsible for any items brought to school. The school assumes no liability for items that are lost, damaged or broken.

### **SOCIAL MEDIA PASSWORDS**

State law requires school authorities to notify parent(s) and guardian(s) that your child may be asked to provide his or her password for social networking websites (Facebook, Instagram, Twitter, etc.) in certain circumstances. School authorities may require a student or his or her parent/guardian to provide a password or other related account information in order to gain access to his/her account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

### **DIRECTORY INFORMATION**

Donovan School District may publish "directory information" in virtually any form, without parental consent, but those items the school district may designate as "directory" is strictly limited to the following:

- Name
- **Photograph**
- Address;
- Gender;
- Birth date and place;
- Parent's name and addresses;
- Academic awards, degrees and honors;
- Information in relation to school-sponsored activities, organizations and athletics;
- Major field of study; and
- Period of attendance in the school.

Parents have the right to a hearing to challenge any entry in the school student records except academic grades. School records may be challenged on the basis of (1) accuracy; (2) relevance; or (3) propriety.

**Note: Parents must sign the Directory Information Release Form:**

Without Parent/Guardian authorization, your student's photograph will be removed from or restricted from displays or publications such as: displays in the buildings, academic achievements, athletic awards, stats, press releases, district newsletters, annual yearbook, senior video, and group photos.

**\*\*Be advised: Students 18 years of age or students turning 18 years of age while still in school must sign independently of, or in addition to, the parent or guardian. If a student becomes of legal age, (18) during the school year, he or she is financially responsible for any destruction to school property.**

**(See Directory Information Release Form)**

## **DESTRUCTION OF STUDENT RECORDS**

Destruction of Student Records- Per the Illinois School Students Record Act, the district will periodically destroy student records in accordance with the provisions set forth in state law. Notices are included in the district newsletter and posted on the district website to notify the public of the date and manner in which this will take place. Questions about this process should be directed to the unit office at (815) 486-7398.

## **STUDENT DISCIPLINE**

### **Prohibited Student Conduct**

#### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic 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 or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's 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's 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's 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. 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 tablet or powdered form.
  - g. "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.

- h. 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.

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 had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular 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.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
8. 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.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or 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 (such as calling 911); 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; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
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 unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. 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.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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.

### **Disciplinary Measures**

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. No Field Trips, No Christmas Trips, No Assemblies, No Box Top Behavior Incentive Trip, School Events, Sporting Events, Etc.
4. Seizure of contraband.
5. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
6. Suspension of bus riding privileges.

7. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
8. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
9. Notifying parents/guardians.
10. Temporary removal from the classroom.
11. In-school detention for a period not to exceed 5 school days.
12. After-school study or Saturday study provided the student’s parent/guardian has been notified.

### **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.

### **Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm**

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 subject to disciplinary action:

(1) A firearm. For the purposes of this Section, “firearm” means 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, bullets, firearm components, 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.

### **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 non-verbal 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.

Cross-references:
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### **Definition of Discipline Measures**

**DETENTIONS:** Teachers may issue academic or behavioral detentions, but will supervise the detention of that student. These detentions may be held in the teacher's room before or after school. The length of the detention assigned by the teacher may not exceed one-half hour. Students will be given two days notice of the day to serve the detention, unless direct contact has been made with the parents/guardian.

**DETENTION – RECESS:** If needed, a student may be given a recess detention (served either at regular recess time or lunch recess or both) or an after-school detention. If serving a recess detention, the student may be placed in a supervised area of the playground for short periods or in a supervised detention area of the building (such as the office, cafeteria, or classroom) for entire recesses.

**DETENTION – STAYING AFTER SCHOOL:** If serving an after-school detention, which will last one hour, parents will be notified and permission obtained to stay that afternoon, or, in some cases, the permission form is signed to stay after school another afternoon. If staying after school, the student's transportation must be provided by the parent.

#### **IN-SCHOOL SUSPENSIONS:**

The student is removed from the classroom for a period of 1 – 5 days for misconduct. Written notification will be given to student and parent. The student will remain at the office or alternate site for the period of in-school suspension. Rest room breaks will be allowed and lunch will be eaten. The student will be expected to make up all classroom work that is assigned during the suspension. Materials for completing work need to be brought to the designated area.

**OUT-OF-SCHOOL SUSPENSIONS:** A student may be suspended from school for a period of time not to exceed ten school days per suspension. The office will phone a parent or guardian. Absences due to disciplinary suspensions are to be considered "unexcused". When a student has an "unexcused" absence, he or she will be responsible for the concepts and skills taught on those days (for future tests), but any homework, daily work, or daily quizzes assigned that day will receive little or no credit in grades. Note: Work successfully completed may get up to a maximum of 100% credit during the time of a first suspension. A student serving a suspension from school is not entitled to participate or attend any extracurricular activities. The Board of Education will be notified as will the parents/guardian of the student involved.

**EXPULSION:** The administration will recommend to the Board of Education that students who commit serious offenses or who repeatedly violate school regulations be expelled from school. The student and parent/guardian will be notified by certified mail of the time and place of the expulsion hearing. Students expelled from school lose all rights and privileges associated with being a member of the student body.

**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 suspended to complete or make-up missed work for equivalent academic credit.

## **Bullying, Intimidation & (Sexual) Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn at school and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school busses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act of conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonable predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance or;
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Reports should be made to the guidance counselor or building principal.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

### **Tardy**

At the Elementary School, a student is tardy if he/she is not in class at the 8:10 bell. Tardy students **MUST** go to the office before entering class. Most tardies are considered unexcused (except late school buses). The Principal will review an unusually extensive tardiness record. Examples of excused tardies include doctors' appointments and funerals.

### **Due Process Procedures**

In all disciplinary cases, students are provided procedural due process. They are given an opportunity to present a defense, explain circumstances affecting the actions in question, and to prove innocence. In cases involving possible suspension or expulsion, there are additional procedures:

1. Students will be given oral or written notice of charges and supporting evidence.
2. Students are given an opportunity to deny charges, and to present their own supporting evidence if desired.
3. The principal will then inform the student if the suspension will stand.
4. Student and parents will receive written notification of the number of days of suspension, and be informed of their right to seek hearing of suspension.
5. In the case of proposed expulsion, a letter will be sent detailing reasons, length of expulsion and date, time and place of a hearing to determine expulsion. The expulsion does not take place until after a school board hearing. At the expulsion hearing, the student will be provided an opportunity to be heard and present evidence.
6. In case of suspension, a discussion will be held with the school board to review the suspension only upon hearing a parental request.

At the conclusion of the discussion or hearing, a decision will be made by the school board as to the status of the suspension / expulsion.

### **Membership in Unauthorized Student Groups**

All clubs and school activities must be approved by the administration. Students joining, promising to join, or soliciting other students to join a club or activity that is not approved by the administration will be subject to disciplinary action. Any display of symbols or paraphernalia of clubs or activities not approved will also be subject to disciplinary action. Students who violate this policy may be subject to disciplinary action up to and including expulsion.

## **Conduct at Athletic Events**

All school rules apply to students attending athletic events. Students who leave the building during an athletic event will not be permitted to reenter. As a spectator, the best way to support your team is to display good sportsmanship. As a competitor:

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
2. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest; you are also subject to other penalties.
3. Any other person(s) found to be in violation of the ethics of competition might also be barred from interscholastic athletic contests.

## **Sexual Harassment**

Unit #3 is committed to maintaining schools free from all forms of sexual harassment. Unit #3 will not tolerate sexual harassment of students or employees. Any person found guilty of sexual harassment shall be subject to disciplinary action as determined by the administration or Board of Education. Students who feel they have been sexually harassed should immediately contact an administrator. All complaints will be investigated with confidentiality maintained to the extent possible.

## **Public Display of Affection**

Handholding, hugging, kissing, and other displays of affection are not permitted at school. Penalty for such actions may include detentions, parent conferences, and/or suspension.

## **SEX OFFENDER NOTIFICATION**

State Legislation now requires schools to notify parents of the availability of sex offender information including offender registration information and the searchable database. Please be advised that sex offender information can be obtained at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor). This is updated daily and allows searching by name, city, town, county, zip code, compliance status or any combination thereof.

## **TRUANCY**

Students with excessive absences will be considered truant and reported to the Kankakee Attendance Assistance Program staff. It is the parent's responsibility to notify the school as to the cause for an extended absence from school. A student who is absent for ten consecutive days without contacting the school (explaining cause) shall be dropped from the class rosters and upon returning will be subject to new registration and fee payment procedures. The district permits dropouts from the age of 16 or over and under the age of 18 to apply to the school district for status as a truant and permits such persons to participate in the district's various programs for truants.

## **SCHOOL CLOSINGS**

School cancellations, early closing or late starts due to weather conditions will be announced over the local television and radio stations as soon as decisions have been reached. **DO NOT CALL THE SCHOOL.** Radio stations used to broadcast school closings will be WGFA (94.1), WKAN (1320), WXNU (106.5). In addition, the following television station will be utilized to communicate school

closings: WCIA (Channel 3 – Champaign). The Superintendent will also make announcements regarding school cancellations using the Call One Now phone alert system.

## **SCHOOL ALERT**

If you have a cell phone with text messaging capabilities or an e-mail account, you can be alerted to:

- Weather related school cancellations
- Emergency and crisis situations
- Reunification procedures for parents and students
- Severe weather alerts

Signing up is free and will keep you informed. The only cost to you is the per text message charge from your cell phone provider. Please contact your provider for details.

To register to receive school alerts, visit: [www.donovan.k12.il.us](http://www.donovan.k12.il.us) or [schools.sheriffalert.com](http://schools.sheriffalert.com)

## **IMMUNIZATIONS, PHYSICAL, and DENTAL EXAMINATIONS**

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.

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. 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.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after May 15.

### **Dental Examination**

All students entering kindergarten, second and sixth 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 ground 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; of
5. Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

**VISION SCREENING**

“Vision screening will be done, as mandated for the following students K, 2<sup>nd</sup>, and special needs in/on March or before. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening *if* an optometrist or ophthalmologist has completed and signed a report from indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is *not* an option. If a vision examination report is not on file at the school for your student, your student will be screened if in the mandated age/grade/group.”

**STUDENT FEES (Revised May 2006)**

Each student will be charged a yearly fee for book rental. Other fees for insurance, workbooks, locks, class materials, etc., will vary according to the situation. Fees will be posted in the office. Fee waiver applications are available at registration or any Unit 3 office. The use of false information to obtain such waiver is a felony under Illinois law. Any inquiries should be directed to the Principals’ office. Fees must be paid at REGISTRATION by check or cash. If a check is returned for insufficient funds, the person responsible for the check will be assessed a \$25.00 fee (effective July 2012, Policy 4:45-AP). ALL DEBTS TO THE DISTRICT MUST BE PAID.

**Activity Fee**

Activity Fee \$15.00 .....(\*Optional)

Participation Fee for sports: High School \$30 for the first sport, \$25 for the second sport, \$20 for the third sport and \$15 for the fourth sport. Junior High School \$25 for the first sport, \$20 for the second sport and \$15 for the third sport. Elementary School fees are \$10 per sport in addition to the \$15.00 activity fee.

\*By paying fee - - this permits students (K-12) to attend all school activities at Donovan schools at no cost, excluding the school play(musical), tournaments, and county and state events. The activity fee will also cover bus costs for all approved field trips, excluding meals or admissions. Activity Fee will not be charged for Homecoming Game Night.

\*By **NOT** choosing to pay the activity fee - - students will pay regular student admission charges to all school activities at Donovan schools. Students will be required to pay their share of the total cost for any field trip in which they participate. The following fees will be assessed for field trips:

Under 40 (forty) miles: (Round Trip)	\$4.00
Under 41 – 90 (ninety) miles (Round Trip)	\$6.00
Over 91 (ninety-one) miles (Round Trip)	\$8.00

A participation fee of \$10.00 per extra-curricular activity will be required to be paid, before participation is permitted.

### **Donovan Grade School (K-5)**

Grades K – 5 Book Rent	\$45.00
Grades K – 5 Technology Fee	\$15.00
Grade School Breakfast (Per Day)	\$ 1.00
Grade School Lunch (Per Day)	\$ 2.15
Milk	\$ .30

## **STUDENT PRIVACY PROTECTION**

### Surveys by Third Parties

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/guardians 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. Sexual behaviors or attitudes.
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.

The student’s parent/guardian may inspect the survey or evaluation upon, and 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.

### LUNCH / BREAKFAST ACCOUNTS

Your child will be assigned an account number, which will remain the same for the duration of his/her school career at Donovan C.U.S.D. #3. Please keep this account number in an easily accessible place, as you will need it each time you fill out a new deposit envelope. Deposits for each child must be made to the school they attend. Each child has a different account number (send separate checks). Multiple siblings within the same building may send one check; however, you must designate the amount of money to be deposited in each child's account. We encourage monthly deposits in the form of a check. Avoid sending cash, if possible. Any amount of cash sent will be deposited to your child's account, no change returned, as it will automatically be credited to the account. Deposits can also be made online, please follow the **K12 School Lunch Payment Center** link on [www.donovan.k12.il.us](http://www.donovan.k12.il.us). Please help us keep your child's lunch balance current.

NOTE: The opportunity is available for families with limited income to receive free or reduced school lunches. Information regarding this service is obtained by calling the Business Office.

### LUNCHROOM

All students must eat in the lunchroom. Food items are not permitted in other parts of the building. No food may be taken from the cafeteria. Pop is not to be brought to the cafeteria as part of a student's lunch. Students are responsible for leaving their table area clean of food, scraps, and spills. Students involved in throwing food, stealing another student's food, or general misbehavior will be disciplined through the detention system. If a student accumulates five (5) breakfast and lunch charges, he/she will be served a main entrée and milk until the balance is paid.

#### **Lunchroom Expectations:**

- **Use good manners.**
- **Use your "indoor voice".**
- **Keep hands and feet to yourself.**
- **Eat your own food.**
- **Clean up your area.**
- **Raise your hand for help.**
- **Stay seated until dismissed.**
- **Do not share food with others.**

### LUNCH WITH YOUR CHILD

Parents wishing to have lunch with their child should notify the office one day in advance. We discourage parents from bringing "carry-out" orders to their child during lunch as it detracts from the Donovan Elementary lunch program. Arrangements will be made for the parent and child to eat in the building. We encourage all of you to plan ahead to do this with your child. Even if you work, consider taking time off to spend with your child.

## **HEALTHY SNACKS**

Parents may send treats for their child's birthday and other parties during the year. At the recommendation of the Illinois Public Health Department, for the purpose of preventing the spread of illness and disease, the elementary will only allow wrapped, peanut-free, store-bought treats to be distributed at school.

## **EMERGENCY DRILLS AND EQUIPMENT**

Emergency drills are performed on a regular basis and the custodial staff maintains emergency equipment.

## **SCHOOL COUNSELOR**

The School Counselor is available to help you with personal advice and counseling, as well as many other student services. Referrals to the counselor may be teacher, parent, or student-initiated. Parents wishing to speak to the counselor should contact the school 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.

## **SEX EDUCATION INSTRUCTION**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent/guardian submits a written objection. The parent/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.

Parents/guardians may examine the instructional materials to be used in any district sex education class or course.

## **ATHLETICS**

### **General Information**

We feel that athletics have an important place in the educational process. Competitive athletics have the potential for satisfying such needs as RECOGNITION, BELONGING, SELF-RESPECT, and FEELINGS OF ACHIEVEMENT, as well as to provide a wholesome outlet for physical activity and creative expression. All athletic programs in the Donovan Schools are under the rules and regulations of the I.H.S.A. and the I.E.S.A.

All athletes (5 – 12) and programs MUST abide by the district athletic code and coaching manual.

## THE FOLLOWING SPORTS ARE AVAILABLE:

Elementary: Fifth Grade may have the opportunity to participate in JH sports. The decision will be determined by the administration and coaching staff.

The District allows student-athletes to compete in more than one sport simultaneously.

Coaches will instruct the teams about such things as physical examinations, insurance, eligibility, injuries, training rules, conduct, practice schedules, and attendance. The Athletic Director and Principal monitor the athletic program. Elementary School eligibility is checked every Monday. Students at this level who fail to meet the eligibility requirements must not be failing in any courses, (**No pass, No play**). **They will become ineligible on the following Tuesday and will remain ineligible for one week (through Monday)**. Note: If a student is ineligible or is serving a team suspension, they must attend all practices but must sit and do homework during the entire practice. Also, they must sit with the team on the bench for all games and contests. Junior High grade eligibility is checked weekly; students must be passing all courses in order to participate in the following week's athletic events (IESA). Students will not be allowed to participate in extracurricular activities on the day of in-school and/or out-of-school suspensions.

**PROTECT YOUR ELIGIBILITY!** If you have any questions concerning athletic eligibility, contact the Athletic Director or the Principal. Lettering requirements will be posted by each coach in accordance with the coaching manual. All athletes must have a physical prior to ANY athletic practices or contests.

### **Athletic Rules & Code of Conduct**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and dance team. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

### **IHSA [or] IESA**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IHSA [or] IESA and this Athletic Code, the most stringent rule will be enforced.

### **Eligibility**

To retain athletic eligibility, an athlete must be passing all academic course work in the semester preceding his or her athletic eligibility and must have passed all academic course work in the week preceding his or her athletic eligibility.

## **Requirements for Participation**

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.

## **Behavioral Conduct**

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

## **Drugs, Alcohol and Tobacco**

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events

at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

### **Rules in Effect**

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

### **Absence from School on Day of Activity**

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

#### **Cross-References:**

PRESS 6:190, *Extracurricular and Co-Curricular Activities*  
PRESS 6:190-AP, *Eligibility for Participation in Extracurricular Activities*  
PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities*  
PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

### **Inclement Weather**

In the event that school is cancelled after 1:00 p.m., because of inclement weather, no after-school activities may be held that day. This includes activities, field trips, meetings, etc., scheduled either home or away. In the event that there is not school on Friday, the determination as to holding or going to events scheduled the next day (Sat.) will be made by the administration as soon as possible Saturday morning. In the event that school is dismissed due to inclement weather prior to 1:00 p.m. and the weather improves to the point where there is no danger, activities and/or practices may be conducted that day. The Principal will initiate these or any exceptions.

## **Student Extra-curricular Participation Code**

Students participating in athletics, pep club, or any other extracurricular activities will receive a Student Extracurricular Code. The Extracurricular code summarizes guidelines and rules for participation in the group activity. Students will receive a copy when they sign up for their desired activity.

### **TEACHER QUALIFICATIONS**

Parents/Guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **DRESS CODE**

Students are to dress and groom in a manner that meets normal standards of health, cleanliness, safety, and does not cause disruption within the school. Where questions of health, safety, and **DECENCY** arise, the school shall require adjustments to be made. The wearing of chains, hats, sunglasses, bandannas, headscarves, sweatbands, mesh shirts, tank tops, house slippers, pajamas and excessive baggie clothes that expose the undergarments are not allowed. Outfits that do not completely cover between the shirt and pants, clothing with profane or suggestive language, alcohol/drugs or tobacco printed on it, or clothing which is cut to torn beyond normal wear is not permitted. Spandex clothing may be worn under other clothes. Shorts are only permitted to be worn from the beginning of school until November 1, and from April 1 to the end of school. Nylon jogging suits are permitted. The wearing of jackets or coats is not permitted in class. Hats are **NOT** to be worn in the building or gym at anytime during normal school hours. Wearing of hats after school hours in school building and gyms is strongly discouraged.

### **TELEPHONE MESSAGES**

We ask that you inform your child of changes in transportation or after-school plans before they leave for school since messages interrupt the instructional program. If an emergency message is necessary, the school must be called before 2:00 p.m. to allow the office enough time to deliver the message.

### **VISITORS**

There is no educational value in former or out-of-district students visiting our school. Elementary students (K-5) wishing to bring student visitors to school should consult with the Principal. Parents should drop off any forgotten items at the **MAIN OFFICE**. Please do not deliver these items to the classroom. This creates a distraction for learning and instruction.

## **STUDENT ACCIDENTS**

It is the responsibility of the students to report to the teacher, coach or office AT THE TIME OF THE ACCIDENT... all facts pertaining to the accident. Please have the names of any witnesses. Should the situation warrant, your parent/guardian would be called and informed of the accident. In the event a parent/guardian cannot be reached, the individual designated on your emergency card will be notified. You will not leave the building unless your parent/guardian or other designated individual has been notified.

## **INSURANCE**

The school health insurance program is OPTIONAL for all students, but the school health insurance program can be purchased at any time during the school year. However, all students who elect not to participate in the insurance program are required to sign a waiver stating that they have sufficient insurance coverage and that the school will not be held responsible for injury or accident. Parents need to notify the office of any change in insurance coverage concerning their children.

## **MEDICINE**

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 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. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **Self-Administration of Medication\***

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.

\*Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan. For further information, see: [www.iasb.com/law/diabmats.cfm](http://www.iasb.com/law/diabmats.cfm), Handbook Procedure 1.130 (Care of Students with Diabetes) and Handbook Procedure 1.130-E1 (Exhibit: Authorization to Provide Diabetes Care, Release of Health Care Information, and Acknowledgement of Responsibilities).

## **LICE**

Infestations of head lice do occur from time to time; even in cleanest of households. Donovan Elementary has a “no-nit” policy. This means that students that have either live lice or “nits” (eggs) will be removed from class and parents called. Treatment for head lice is available from local drug stores. All persons in an infested individual’s household should be treated with the special shampoo. Students will be checked by school personnel when returning to school to make sure the infestation is gone. Students will not be allowed to return to class until they are treated and are lice and nit free. With continued and repeat infestations, absences may be coded “unexcused” if it is felt that parents are not taking necessary steps to alleviate the problem. All students will be inspected on an “as needed” basis throughout the school year by the principal, or other school personnel.

## **RASHES**

Undiagnosed Rashes: All students with an undiagnosed rash, which persists for more than 24 hours must be seen by a physician and are required to present to the school a signed note stating the rash is not contagious to other students.

Diagnosed Rashes: Students with physician diagnosed rashes must comply with the Illinois Communicable Disease Guidelines provided by the Illinois Department of Public Health.

## **PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Mr. Justin Lareau      815-486-7395

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross-Reference: PRESS 4:160-AP, <i>Environmental Quality of Buildings and Grounds</i>
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## **INVITATIONS**

Students are not allowed to pass out gifts, treats, and invitations at school unless **every** child in the class receives one. (School Law prohibits the giving out of names and addresses.)

## **SCHOOL LIBRARY**

The Library is maintained for use by the students for recreational reading, studying, and research purposes. The Library is a QUIET ZONE. Books and other materials may be checked out through the Librarian. All fines must be paid prior to receiving your report card. Check with the Librarian for specific rules that apply to the use of the Library services.

## **LOCKERS**

Generally, students in grades 2 – 5 are issued locker space. Lockers are school property and are subject to search or inspection at any time by school personnel and/or law enforcement personnel.

## **PHYSICAL EDUCATION EXCUSES**

Students will be excused from Physical Education in only these cases:

1. Parental Note presented to the P.E. instructor. This will be acceptable for only two days maximum.
2. Illness that day, the Principal will excuse the student from participating in P.E. that day.
3. Medical excuse...signed by a registered physician and presented to the P.E. teacher. The note MUST have inclusive dates as to when the excuse begins and when the student should return to P.E. Notes without inclusive dates will not be honored for periods longer than two days.

Students exempt from P.E. because of any of the 1, 2, or 3 causes stated above, are also ineligible for recess and athletics that same day or for the duration of the excuse.

Any student out with a doctor's excuse must produce a doctor's release to be re-admitted to class.

## **ACADEMIC STANDING**

### **Grading Scale (Grades K – 5)**

93-100	A	P = Pass (Where Applicable)
85-92	B	I or zero (0) = Incomplete
76-84	C	
68-75	D	
0-67	F	

Incompletes must be made up within 5 days of the end of the grading period or shall be recorded as "F" for the incomplete assignments or tests missed during absence.

### **Awards Day Recognition**

HIGH HONORS: All A's  
HONORS: A's and B's

### **Homework**

Within each class, students may be assigned homework to complete work not done in class or to practice skills. Homework should be designed to reinforce concepts taught in class or to provide enrichment activities. Teachers will make every effort to make sure directions and assignments are clear and due dates are understood. Teachers will also communicate with each other to try to see that students are not given large quantities of homework by different teachers at the same time. Homework is due the following day, or a due date determined by the teacher.

The suggested amount of homework is 10 minutes of homework per grade level. For example, this would mean that an average student in fourth grade could expect to receive approximately 40 minutes of

homework. **However, this is just a suggestion.** The amount of homework will be based on the teacher's discretion and they will take into consideration the student's learning style and abilities. If your child has excessive homework, it could be because the child is not doing his/her work during the allocated work time. A conference with your child's teacher is recommended if excessive homework occurs.

## **ENGLISH LANGUAGE LEARNERS**

Identification of students of a non-English background: In accordance with IL school law (23 IL adm. Code 228.15) the school district administers a Home Language Survey (HLS) for all students new to the district for the purpose of identifying students of a non-English background. The HLS is placed in the student's temporary records.

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/Guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact the building principal.

## **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.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Superintendent.

## **SUPPLEMENTAL PROGRAMS**

### **Response to Intervention (RtI)**

Donovan Elementary School has implemented a Response to Intervention (RtI) program as a way to assist students who have been identified with a need for extra instruction in reading (K-5) and math (K-3). RtI is a federally mandated process that is spelled out in IDEA 2004.

What is RtI? RtI is the practice of (1) providing high-quality instruction/intervention matched to student needs and (2) using learning rate over time and level of performance to (3) make important educational decisions.

The RtI core principles consist of:

- ✦ Use of research-based, scientifically validated interventions/instruction
- ✦ Monitor student progress to inform instruction

- ✦ Use data to make decisions
- ✦ Use assessments for three different purposes: (1) screening; (2) diagnostics; and (3) progress monitoring

Assessments are given at the beginning, middle, and end of school year. The information gathered from these assessments help us to determine on which areas to focus instruction. Students are grouped and receive instruction according to their areas of need.

### **Title I**

Title I is provided through a federally funded grant. It is designed to build students’ skills in the Language Arts area. The Title I teacher spends one half hour to an hour a day working in the Kindergarten through Fourth grade classrooms. Classes are divided into smaller groups in order to provide more individualized attention to each class. Additionally, two teachers’ aides assist in the classroom.

In September, January, and May assessments designed to identify individual student needs are administered. Based on this assessment as well as the teacher’s concern, students may receive individualized assistance in addition to whole class assistance. In the event a child needs extra attention, a letter will be sent home explaining how we are addressing this need. We are committed to meeting these needs that are in the best interest of each child.

## **CHILDREN WITH DISABILITIES**

### **Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Cross Reference:  
PRESS 6:120, *Education of Children with Disabilities*

### **Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross

disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Cross Reference:  
PRESS 7:230, *Misconduct by Students with Disabilities*

### **Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

Cross Reference:  
PRESS 6:120, *Education of Children with Disabilities*  
PRESS 6:120-AP2,E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

### **CELL PHONE**

#### **DONOVAN ELEMENTARY STUDENT POSSESSION & USE OF CELL PHONES/PAGERS POLICY**

In order to accommodate the growing parental concerns about student safety while traveling to and from school, Donovan Elementary will allow students to possess cell phones/pagers provided the following rules are strictly adhered to:

- THE USE (out-going calls, in-coming calls, text messaging, camera use, game-playing, or any other use) OF CELL PHONES OR PAGERS IN THE SCHOOL BUILDINGS BETWEEN 8:00 A.M. (BELL) AND 3:10 P.M. IS STRICTLY PROHIBITED. SUCH USE WILL RESULT IN DISCIPLINE AS PER STUDENT HANDBOOK. PHONES/PAGERS SHOULD BE STORED IN YOUR LOCKER OR IN BOOKBAG (CELL PHONES AND PAGERS ARE TO BE TURNED OFF WHILE IN THE STUDENT’S POSSESSION AT SCHOOL). IF A PHONE OR PAGER GOES OFF IN THE SCHOOL BUILDING OR IS USED BETWEEN THE ABOVE MENTIONED HOURS YOU WILL BE DISCIPLINED AS PER STUDENT HANDBOOK.
- First offense = one lunch detention  
Second offense = one in-school suspension  
Third offense = one day out-of-school suspension
- Parents should continue to call the school for any emergency situation. We will contact your son/daughter. Do not try to contact them by cell phone or pager.
- In addition to the discipline, the student’s cell phone or pager will be confiscated. The parent/guardian will need to come to school and pick it up.
- At no time (during the school day) are students permitted to expose their cell phone or pager.

- The use of camera phones is strictly forbidden. Such use may be in violation of the criminal code.

## **NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Cross Reference: PRESS 7:310, <i>Restrictions on Publications and Written or Electronic Material</i>
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## **COMPUTER AND INTERNET**

### **Internet Acceptable Use**

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.**

**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;
- c. Downloading 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 electronic mail (e-mail) is not private. People who operate the system have access to all mail. 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 school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not 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 school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or 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. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. 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.

**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- a. For each re-publication (on a Web site 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 e-mail 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 Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail** – The E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail 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 electronic mail system constitutes consent to these regulations.



**Donovan Community Unit School District #3**  
**SCHOOL MEDICATION AUTHORIZATION FORM**

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
School \_\_\_\_\_ Teacher / Grade \_\_\_\_\_  
Emergency Phone Number \_\_\_\_\_

**To be completed by the student's physician and parent:**

Name of Medication \_\_\_\_\_  
Dosage \_\_\_\_\_ Frequency \_\_\_\_\_ Time to be given at school \_\_\_\_\_  
Date of Prescription \_\_\_\_\_ Date of Order \_\_\_\_\_  
Diagnosis requiring medication \_\_\_\_\_  
\_\_\_\_\_

Intended effect of the medication \_\_\_\_\_  
Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medication condition?  
\_\_\_\_\_

Expected side effects, if any: \_\_\_\_\_  
Time interval for re-evaluation: \_\_\_\_\_  
Other medication the student is receiving \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Physician's Name - Print) (Physician's Name – Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone - Office) (Phone – Emergency)

Further instruction / Remarks: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**SCHOOL MEDICATION AUTHORIZATION FORM**

I hereby confirm that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a school medical emergency, I hereby authorized Donovan Community Unit School District #3 and its employees and agents, in my behalf and stead, to administer to my child (or allow my child to self-administer, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I ACKNOWLEDGE THAT IT MAY BE NECESSARY FOR THE ADMINISTRATION OF MEDICATIONS TO MY CHILD TO BE PERFORMED BY AN INDIVIDUAL OTHER THAN A SCHOOL NURSE, AND SPECIFICALLY CONSENT TO SUCH PRACTICES. I further acknowledge and agree that, when the lawfully prescribed medication is so administered or attempted to be administered, I waive any claims I might have against the School District, its employees and agents arising out of the administration of said medication. In addition, I agree to hold harmless and indemnify the School District, its employees and agents, either jointly or severally, from and against any and all the claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

***For parent(s) / guardian(s) of students who have asthma:***

I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication (105 ILCS 5/22-30).

***If you agree, please initial:***

\_\_\_\_\_  
Parent(s) / Guardian(s) initial

By signing below, I agree:

1. That I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf and stead, to administer or to attempt to administer to my child (or allow my child to self-administer, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse, and specifically consent to such practices, and
2. 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 the self-administration of medication by the pupil.

\_\_\_\_\_  
Parent / Guardian printed name

\_\_\_\_\_  
Parent / Guardian printed name

\_\_\_\_\_  
Parent / Guardian signature\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian signature\*

\_\_\_\_\_  
Date

***\* Both parents and/or guardians, if available, should sign.***

**Exhibit- Application for Fee Waiver**

*To be submitted to the building principal.*

\_\_\_\_\_ **Student's name** *(please print)* \_\_\_\_\_ **School**

As the parent/guardian of the above-named student, I request a waiver of student fees. I am asking for a waiver of school fees because: *(please check at least one box)*

- The above-named student (or student's family) is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children, AFDC) and evidence of participation is enclosed;
- The above-named 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;
- While none of the above two statements are true, there are other reasons why I am unable to afford the school fee assessed to the above-named student which are: *(describe in detail)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supplying false information to obtain a fee waiver is a Class 4 felony (720 ILCS 5/17-6). I attest that the statements made herein are true and correct.

\_\_\_\_\_ **Parent/Guardian** *(please print)* \_\_\_\_\_ **Address**

\_\_\_\_\_ **Signature** \_\_\_\_\_ **Date**