

DONOVAN

COMMUNITY UNIT SCHOOL DISTRICT #3
DONOVAN, ILLINOIS 60931
www.donovan.k12.il.us

STUDENT HANDBOOK 2017-2018

*BIG WILDCATS and mighty
bobcats*

Superintendent	Mr. Steve Westrick	486-7324
K-12 Principal	Mrs. Tina Pitkin	486-7395
K-12 Student Services Coordinator	Mr. Doyle Owens	486-7395
School Counselor	Ms. Gina Fiore	486-7395
District Technology Coordinator	Mrs. Jewel Legan	486-7395

TABLE OF CONTENTS

ACADEMIC STANDING	
Graduation Requirements	49
8 th Grade Promotion Ceremony	50
Class Standing	51
Minimum Class Load	51
Add / Drop Classes	51
Grading Scale	51
Grading System	52
Honor Roll.....	52
Grade Point Average (GPA).....	52
Response to Intervention (RI).....	52
Transcripts	53
ACTIVITY ACCOUNT	56
ASBESTOS IN SCHOOLS NOTICE	31
ATHLETICS	
General Information	39
Athletic Rules & Code of Conduct	40
Inclement Weather	42
Co-Op Athletics.....	42
Cheerleaders and Dance	42
Athletic Lockers	43
Activity Bus.....	43
Extracurricular Programs	43
Extracurricular Code of Conduct.....	57
ATTENDANCE	
Attendance Policy.....	6
I-KAN County Attendance Assistance Program	8
SALT II	8
Returning to School After an Absence	9
Signing Out to Leave School.....	9
Notification to Parents / Guardians.....	10
Pre-Arranged Absences	10
Absence Due to Field Trip.....	10
Absentee Assignments	10
Evening Activity Following an Absence	10
Rights of Homeless Students.....	11
Attendance – Pregnant Students	11
Perfect Attendance	11
Tardy	11
BICYCLES.....	38
BUS TRANSPORTATION.....	3
CAREER CENTER.....	53
CELL PHONE.....	13
CHILDREN WITH DISABILITIES	11
CLOSED CAMPUS	31
CREDIT FOR PROFICIENCY, NON-DISTRICT EXPERIENCES AND COURSE SUBSTITUTIONS.....	54
COMPUTER AND INTERNET ACCEPTABLE USE POLICY	66
COMPUTER LAB	47
CONCESSION SALES	43
CORPORAL PUNISHMENT	23
CYBER BULLYING	47
DAILY SCHEDULE: JUNIOR-SENIOR HIGH SCHOOL	6
DANCES	49

DESTRUCTION OF STUDENT RECORDS	15
DIRECTORY INFORMATION	14
Definition of Discipline Measures	16
General Student Conduct	17
Consequences	24
Positive Behavior Examples	25
Membership in Unauthorized Student Groups	26
Conduct at Athletic Events	26
Bullying, Intimidation & (Sexual) Harassment	26
Search & Seizure	28
Public Display of Affection	28
DRESS CODE	44
DRIVING A VEHICLE TO THE CAREER CENTER/SCHOOL-TO-WORK	38
ELECTION OF OFFICERS	56
EMERGENCY DRILLS AND EQUIPMENT	39
ENGLISH LEARNERS	12
EQUAL OPPORTUNITY AND SEX EQUITY	12
EXTRA-CURRICULAR CODE OF CONDUCT	57
EXTRA-CURRICULAR PARTICIPANTS	
ATHLETIC	60
NON-ATHLETIC	61
EXTRA-CURRICULAR RULES & PENALTIES	59
FOOD/DRINK	46
FUND RAISING	55
HALL PASSES	44
HEADPHONES	29
HIGH SCHOOL COURSE OFFERINGS	54
HOMEWORK POLICY	29
IMMUNIZATIONS, PHYSICAL and DENTAL EXAMINATIONS	32
INSURANCE	45
INTRODUCTION	3
LOCKERS	48
LOST AND FOUND	45
LUNCH AND BREAKFAST	38
LUNCHROOM	39
LUNCH HOUR	39
MEDICINE	46
MOTOR VEHICLE REGULATIONS	37
NATIONAL HONOR SOCIETY	55
NATIONAL JUNIOR BETA CLUB	55
PARCC	53
PHYSICAL EDUCATION EXCUSES	48
POP AND JUICE MACHINES	48
POSTER REGULATIONS	45
SCHOOL ALERT	31
SCHOOL CLOSINGS	31
SCHOOL COUNSELOR	39
SCHOOL PESTICIDE REGISTRY	32
SCHOOL LIBRARY	47
SCHOOL SONG	39
SEX EDUCATION INSTRUCTION	49
SEX OFFENDER NOTIFICATION	28
SEXTING	14
SOCIAL MEDIA PASSWORDS	47
STUDENT ACCIDENTS	45

STUDENT COUNCIL	56
STUDENT DAILY BULLETINS	38
STUDENT FEES	34
Activity Fee	36
Donovan Junior-Senior High School (6 – 12)	36
Application for Fee Waiver	35
STUDENT HANDBOOK DISCLAIMER	63
STUDENT MEDICATION	46
STUDENT PRIVACY PROTECTION	15
STUDENT VISITORS	45
SUICIDE AND DEPRESSION AWARENESS AND PREVENTION	48
TEACHER QUALIFICATIONS	13
TELEPHONE MESSAGES	45
TRUANCY	30
VISION SCREENING	33
WHEN AND WHERE CONDUCT RULES APPLY	21

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. Disciplinary responses may include, but are not limited to, the actions described in this handbook.

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.

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. 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 and require a note from a parent(s) or legal guardian(s).

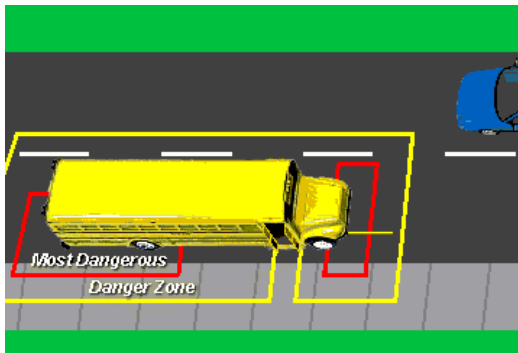
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. 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 who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
14. Parents will be liable for any defacing or damage students do to the bus.



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.

Bus Conduct

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

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

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.

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.

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Video and audio cameras **ARE** actively used on the Career Center busses. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

For questions regarding school transportation issues, contact: Transportation Coordinator, Donovan CUSD #3 (815) 486-7321 or (815) 486-7397

DAILY SCHEDULE: JUNIOR-SENIOR HIGH SCHOOL

Announcements	8:10-8:11	Period 6	11:53 – 12:42
Period 1	8:11 – 9:00	Period 7	12:45 – 1:34
Period 2	9:03 – 9:52	Period 8	1:37 – 2:26
Period 3	9:55 – 10:44	Period 9	2:29 – 3:18
Period 4 Lunch = 6, 7, 8, 9	10:47 – 11:17		
Period 5 Lunch = 10, 11, 12	11:20 – 11:50		

In the morning, students will not be permitted to enter the gym. Students must leave the building in the afternoon by 3:30 p.m., unless participating in an extra-curricular activity or working under the direct supervision of a teacher. STUDY PERIOD is primarily used for students to study and complete assignments. Occasionally, class and club meetings, as well as an access period to the students by outside agencies, will have an opportunity to meet. Rtl services will also be provided during study period to assist students in improving student achievement.

Late Start Days

9:00AM Late Start Schedule for Junior-Senior High

Period 1	9:00 – 9:42	Period 6	12:21 – 1:03
Period 2	9:45 – 10:27	Period 7	1:06 – 1:48
Period 3	10:30 – 11:12	Period 8	1:51 – 2:33
Period 4 Lunch = 6,7,8,9	11:15 – 11:45	Period 9	2:36 – 3:18
Period 5 Lunch = 10,11,12	11:48-12:18		

Other Early Dismissal times and schedules will vary. Other late start and early dismissal times may be announced for special purposes. Refer to the Donovan CUSD #3 district school calendar.

ATTENDANCE

Attendance Policy

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.

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school).

Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Absences will be tracked each semester. **Once a student accumulates six (6) absences in a semester, the seventh (7th) 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 relieves the office of unnecessary concern and phone calls. Phone calls will be made to parents of all students unaccounted for at the end of the second period, if possible. 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 8:30 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 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. This will be true for both a student and a student-parent whose child is ill.
2. Absences or tardiness caused by school personnel such as through 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 to 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. Only the day(s) on which the student is sent home shall be considered as authorized.
 8. All other absences will be recorded as unexcused.

Make-up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

IROQUOIS-KANKAKEE COUNTY ATTENDANCE ASSISTANCE PROGRAM

Students with excessive absences will be considered truant and reported to the Iroquois-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 at the age of 17 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.

SALT II – (Students All Learning Together)

Students All Learning Together program provides optional educational opportunity for junior and senior students at Donovan Jr./Sr. High School who may be/have:

- Behind in credits
- Fifth year seniors
- Family economic situations
- Parental obligations
- Truancy Problems

Students attending SALT are not eligible to participate in extracurricular activities at Donovan Jr. / Sr. High School.

The program provides both an academic and community service/work component.

Academic:

- An Individualized Optional Education Plan (IOEP) is prepared for each student.
- An academic program is tailored for each student according to their credit recovery needs.
- All high school core subjects are offered.
- Opportunities for extended learning are available.

Community Service/Work:

- A career plan is developed for each student and included in their IOEP.
- 170 community service and/or employment hours are required per semester to receive an elective high school credit.
- Local businesses and agencies are solicited to help provide community service/work opportunities.
- Educational and vocational information is provided.

Attendance:

- Individual attendance goals are addressed in each student's IOEP.
- Case management is provided by I-KAN AAP caseworkers.
- Through community and local resources the needs of students, schools, and families are addressed

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/dentist, to the office on the first day back from any absence(s). Students who receive absences will have only one day (per day absent) to make up work. It is the responsibility of the student to get the make-up work from the teacher. 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 with legal guardian permission and permission of office personnel 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 or legal guardian must be contacted for permission to go home.

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. An assignment sheet must be completed during class and returned to the office the day before the absence. Failure to secure an assignment sheet results in an unexcused absence. Exception: students who will miss ninth hour only for an extra-curricular activity will be required to have an assignment sheet completed and returned to the office before school starts the day of the extra-curricular activity.
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.
3. College Interviews: Seniors are permitted two college days. College days may be used for visiting colleges, vocational schools, and military representatives.
4. 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.

Absence Due to Field Trip

Students attending a school-sponsored “field-trip” will be recorded as “in attendance.” Field trips are not permitted during standardized testing dates. Guests, including pre-school students, are not permitted on field trips. Before leaving on a field trip, the sponsor will take attendance and report to the office before leaving on the trip. Students must be a part of the organization/class to be eligible for the field trip and are required to make up all work.

Absentee Assignments

Students who are unable to attend school because of illness may obtain their assignments by calling the school office before 10:00 A.M. Assignments will be gathered for students missing two or more consecutive days. 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 at least ½ a 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

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Attendance – Pregnant Students

The School Board affirms the right of a pregnant student to continue her participation in the public school program. The expectant mother may be excused from school when, in her doctor's opinion, her physical and/or emotional well-being warrants that such measures be taken. In such instance, the District shall provide for instruction during her absence from school.

The rights of a pregnant student do not exclude her responsibility for observing the student rules and regulations established by the District and do not exempt her from disciplinary measures imposed for breaking District rules (Board Policy 6.150) Leg. Ref. 105 ILCS5/10-22.6a.

Perfect Attendance

Perfect attendance is exactly as the title states: perfect. With the exception of verified college visits and field trips, any student missing any portion of any day excused or unexcused will not be eligible for this honor.

Tardy

At the Junior/Senior High School, a student is tardy if he/she is not in their first period class at the 8:10 bell. Tardy students must go to the office for an admit slip. Teachers will not admit tardy students without the slip. The teacher concerned will handle tardiness during any other period. If the teacher causes tardiness, that teacher will see that the student gets to his/her next class. All tardies (except late school buses) are considered unexcused during the time missed from class. The second tardy in any classroom will result in a lunch room detention. Each additional tardy will result in a detention (7:50 – 8:50 am or 3:30-4:30 pm). After three tardy detentions students will serve a one (1) day in-school suspension. Each subsequent tardy after will result in a one (1) day in-school suspension.

CHILDREN WITH DISABILITIES

- The following websites can be visited to obtain additional information about special education. www.isea.k12.il.us & www.isbe.net

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 22nd 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.

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) of 2004 and the Illinois State Board of Education’s *Special Education* rules when disciplining special education students. 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. Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

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.

English Learners

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.

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 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 and, if so, their qualifications.

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

CELL PHONE

DONOVAN JR SR HIGH SCHOOL

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 Jr. / Sr. High 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 8:10 A.M. (BELL) AND THE END OF NINTH PERIOD IS STRICTLY PROHIBITED. SUCH USE WILL RESULT IN DISCIPLINE AS PER STUDENT HANDBOOK. PHONES/PAGERS SHOULD BE STORED IN YOUR LOCKER (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 THE STUDENT HANDBOOK.**
- First offense = one detention
Second offense = two detentions
Third offense = one day ISS (Subsequent violations = ISS)

- 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 to pick it up.
- It is permissible for students to use their cell phone outside of the buildings on school grounds before or after school or during lunch period.
- The use of camera phones is strictly forbidden in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time. **Such use may also be in violation of the criminal code.**

SEXTING

- Students are prohibited from using cellular telephones or other electronic devices at any time in a manner that may be in violation of state or local law, including the creation, possession, or distribution of inappropriate content or materials. This includes, but is not limited to, engaging in sexual activity or indecent conduct including the creation, possession, distribution or attempt to obtain pornography. Cell phones or other electronic devices will be taken from students who do not abide by school policy governing their use. Further, the cell phone or electronic device may be turned over to law enforcement officials if they have been used in a way that appears to violate state or local law.

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
- 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 Authorization 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 Authorization and Photograph Utilization pullout forms)

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) 486-7397.

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 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.

DISCIPLINE

Definition of Discipline Measures

Teachers are given the primary responsibility of maintaining a learning environment in the school building. The classroom teacher is the focal point of school discipline. Only after the teacher has exhausted his/her options for modifying behavior or attitude or the student demonstrates persistent disobedience will the teacher refer the student to the office for further review. Teachers have the right and responsibility to remove a child from the classroom if that child is interfering with the learning process. A child who is removed from the classroom for inappropriate conduct will report to the office. The office will take action up to and including expulsion. Teachers may use reasonable force in removing a child from the classroom when the safety of other students or staff is in jeopardy.

The following brief outline represents the normal or typical disciplinary steps and procedures:

1. Reprimand/warning.
2. Detention time and a call or note from the teacher to the parent/guardian.
3. Upon request, conference with parent/guardian, teacher(s), and administrator.
4. Administrative detention or Detention (7:50- 8:50 AM or 3:25-4:25 PM). Students "cutting" Detention could earn additional detentions, Saturday School, In-School Suspension, and/or loss of privileges (Driving or Social).

DETENTIONS: Teachers may issue detentions but will supervise the detention of that student. These detentions may be held in the teacher's room before or after school. While teachers will make every effort to call home/work to contact parents, it is ultimately the student's responsibility to notify parents of the days and times of detention. Excessive, accumulated detention time will result in more serious disciplinary steps.

SATURDAY SCHOOL: Students are to report to the library or designated area promptly. Take homework with you and sit where assigned. NO talking, NO eating, NO drinking, NO sleeping, etc. is permitted in the room. If you are

more than 5 minutes late, do not bring homework, or violate any Saturday school rule, you will be given additional day in Saturday school. Students are to remain in the room until they are released (8am-11am). Students must abide by the regular dress code that is followed during the school day. Students who receive five (5) Saturday Schools will result in a Social Suspension (All before or after school activities for the rest of the year).

SOCIAL SUSPENSION: Students denied the opportunity to attend any before or after school activities for a designated period of time.

IN-SCHOOL SUSPENSION: In-school suspensions are to be served in the office or other designated area. Students are not permitted to attend regular classes or participate in after-school activities during this time. Schoolwork may be furnished and upon completion no unexcused absence will be issued. A student's parents will be notified of the In-School Suspensions.

OUT-OF-SCHOOL SUSPENSION: A student may be suspended from school for a period of time not to exceed 1-3 or 4-10 days per suspension. The office will phone parent or guardian. Work successfully completed may get up to a maximum of 100% credit during the time of a 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.

General Student Conduct

All students in the Donovan School system are affected by the reputation earned by all other students. It will be the policy of this school district to encourage the highest standards of student behavior in school, at school activities, and in our communities. There are certain special responsibilities required of a student-citizen at Donovan.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician'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. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological

or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the 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.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction

- of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 12. Engaging in teen dating violence.
 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 14. Entering school property or a school facility without proper authorization.
 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
 16. Being absent without a recognized excuse.
 17. Being involved with any public school fraternity, sorority, or secret society.
 18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
 20. 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.
 21. 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.
 22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

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

When and Where Conduct Rules Apply

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-

exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges. (Driving to school, attending school events, attending sporting events, etc.)
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

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

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

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

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

Gang & Gang Activity Prohibited

"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.

Re-Engagement of Returning Students

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

Consequences

Category A: Altering school documents, forgery, cheating (receives a zero on work), plagiarism (receives a zero on work), excessive absences beyond state rules, excessive discipline referrals, unauthorized area, and cutting an administrator's detention, lying to school personnel

Discipline: Detention(s), Saturday School(s), ISS(s)

Category B: Gross insubordination/disrespect, vulgarity/profanity, sexual harassment, fraud, bullying, extortion, intimidation, and instigation

Discipline: One to three day ISS to one to three days OSS

Category C: Tobacco products, matches, lighters, and e-cigarettes (use or possession).

Discipline: Two days ISS to one to three days OSS

Category D: Fighting and/or battery to another student.

Discipline: One to three days ISS to one to five days OSS. Possible recommendation to the School Board for expulsion if repeated offense

Category E: Vandalism, theft, fireworks, alcohol (use or possession), and substance abuse (use or possession, distribution or sale).

Discipline: Three days ISS to one to ten days OSS and a possible recommendation to the School board for expulsion.

Category F: Knowingly making a false statement or claim that incites panic or presents a public endangerment to the student body.

Discipline: Four to ten days OSS

Category G: Assault and/or battery to staff, threatening a staff member, false fire alarm, arson, bomb threat, and possession and/or use of weapons.

Discipline: One to three days OSS / four to ten days OSS and a possible recommendation to the School Board for expulsion.

A word about all of this ... **THINK!** We have grades 6 through 12 in this building and we must maintain the safety and security of all of us. We must work **together** to make Donovan High School a better place for everyone. School personnel have a duty and responsibility to protect the rights of students and still maintain an educational atmosphere conducive to the teaching and learning process. Students who repeatedly violate and flagrantly disobey the aforementioned student responsibility requirements will be subject to temporary removal from school. NOTE: ALL RULES AND REGULATIONS NOTED IN THIS HANDBOOK WILL BE ENFORCED AT ALL TIMES. THIS APPLIES TO REGULAR SCHOOL HOURS, AFTER SCHOOL ACTIVITIES, AND OFF-CAMPUS ACTIVITIES. It is totally impractical to list all possible offenses and punishments. Consequences may be more severe for severe offenses. Common sense will prevail. Any conduct which violates the law, disrupts the educational process, threatens the health and/or safety of students or staff, or otherwise disrupts Donovan High School, is subject to disciplinary action. This action may include suspension if appropriate.

Positive Behavior Examples

Respect in the classroom

- Arrive on time
- Be in your correct seat upon entering room
- Have all necessary materials out
- Wait quietly for instructions
- Begin working on assignment when instructed
- Remain on assigned task
- Follow directions the first time they are given
- Complete all assigned tasks

Be respectful to peers, self, staff, and property

- No touching of other people or their property
- Respect the personal space of others
- Keep feet, hands, body, and objects to yourself
- No name calling or unkind words
- Maintain personal hygiene
- Use appropriate tone of voice (six inch voice / twelve inch voice)

Use appropriate language

- No gossiping, arguing, or swearing
- Mind your own business
- Speak politely and properly

Keep our school environment safe

- No harassment or threats
- No prohibitive items (educational purpose?)
- Take directions from adults only
- Keep the building clean – take pride

Dress appropriately

- See dress code section of Handbook

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.

Bullying, Intimidation & (Sexual) Harassment

Bullying is defined as a form of aggression in which one student or group of students physically or psychologically harasses a victim over a period of time and action is unprovoked and repeated.

Prevention of and Response to Bullying, Intimidation, and 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 status, unfavorable discharge status from the 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 buses 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 or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably 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.

Search and Seizure

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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

Seizure of Property

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

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

New State Legislation 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 (This is updated daily and allows searching by name, city, town, county, zip code, compliance status or any combination thereof.)

HEADPHONES

Donovan Jr. / Sr. High policy regarding headphone use:

The use of headphones (iPods, Walkmans, MP3 Players) in the school building between 8:10 A.M. (Bell) and the end of ninth period is prohibited. Such use will result in discipline as per student handbook. iPods/Walkmans/MP3 Players should be stored in your locker.

- First offense = one detention
- Second offense = two detentions
- Third offense = ISS (Subsequent Violations = ISS)
- In addition to the discipline, the student's iPod/Walkman/MP3 Player will be confiscated. The parent/guardian will need to come to school to pick it up.
- It is permissible for students to use their iPod/Walkman/MP3 Player before or after school or during lunch.

DONOVAN JR. / SR. HOMEWORK POLICY

Homework

Definition: Relevant daily activities that reinforce or support learning outside of the classroom.

Purpose:

Homework contributes toward building knowledge and lifelong learning habits. It is the intention of the Donovan Junior High School and High School staff to assign relevant, challenging, and meaningful homework assignments that reinforce and enrich classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned and develop learning independence. Homework assignments/grades are modified based on students' individual learning needs (i.e. student skill remediation, IEP, 504 Plans)

Daily homework assignments may include, but are not limited to:

- ❖ **Practice** exercises to follow classroom instruction
- ❖ **Preview** assignments to prepare for subsequent lessons

** Positive Effects of Homework include:

- Increases achievement
- Increases individual student responsibility
- Improves communication between home and school on student progress
- Promotes life-long learning

Short or long term projects and that may require research are not considered to be daily homework.

Grading Homework

Homework grades should provide timely feedback to the student on the proficiency toward the academic objective. Students who miss homework because of an excused absence will receive the opportunity to make up missed work. Students who have an excused absence have one day (for each day missed) to make up an assignment. (Please refer to attendance policy in the handbook.)

Students are expected to turn work in on time. Students who turn in late assignments will receive any of the following:

- ❖ **Partial Credit:**
- ❖ Junior High students will receive a 10% deduction if assignments are turned in a day late.
- ❖ High School students will receive a 50% deduction if assignments are turned in a day late.
- ❖ **No Credit:** Students will not receive credit for any assignments turned in after the one day grace period
- ❖ **Communication with parents:** Teacher will contact parents if the student's missing work becomes a chronic problem

See teacher syllabus for the amount homework counts towards the academic quarter grade in each class.

Roles and Responsibilities

Role of Student

- ❖ Be sure all assignments are clear: don't be afraid to ask questions, if necessary.
- ❖ Set aside a regular time for studying.
- ❖ Find a quiet well-lit study area.
- ❖ Work on homework independently whenever possible, so that it reflects student ability
- ❖ Produce quality, legible work
- ❖ Make sure assignments are done according to given instructions and complete on time and turned in.
- ❖ Be responsible for getting assignments when absent from school

Role of Parents/Guardians

- ❖ Set a regular, uninterrupted study time each day
- ❖ Establish a quiet, well-lit study area
- ❖ Monitor student's organization and daily list of assignments
- ❖ Students learn by doing. Guide students to complete homework independently.
- ❖ Be supportive when the students get frustrated with difficult assignments
- ❖ Contact teacher to stay well informed about the student's learning process
- ❖ Parents or Guardians can monitor homework completion and student grades by using I-NOW

Role of Staff:

- ❖ Assign relevant, challenging, meaningful, and an appropriate amount of homework that reinforces classroom learning
- ❖ Give clear instructions and make sure students understand the purpose
- ❖ Give feedback to improve understanding of learning and correct, mark, and grade homework in a timely manner
- ❖ Involve parents and contact them if a pattern of late or incomplete homework develops

TRUANCY

Students with excessive absences will be considered truant and reported to the Iroquois-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 at the age of 17 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), and 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 One Call Now phone alert system.

CLOSED CAMPUS

Once students arrive on school property, they are to enter the building and are not permitted to leave the campus.

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
- Reunifications 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 or schools.sheriffalert.com

ASBESTOS IN SCHOOLS NOTICE

Be advised that asbestos is present in each of the schools in the District. The asbestos is in non-friable form and/or is encapsulated. In this form, there is no health risk from asbestos. Each school has an asbestos management plan on file in the school office that is available for public inspection. Schools are re-inspected every six months to verify that no safety or health hazard has developed as a result of the asbestos located in the schools. The District is removing tile or continuing encapsulation of the known asbestos as required by the Environmental Protection Agency and the Illinois Department of Public Health. Employees may obtain information concerning the exact location of

asbestos in the school from the Inspection-Management Plan in the Superintendent's Office.

SCHOOL PESTICIDE REGISTRY

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents, guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

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.

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

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 October 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 grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

STUDENT FEES

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 \$15.00 fee. **ALL DEBTS TO THE DISTRICT MUST BE PAID.** **No personal checks will be accepted after May 1st.** If a student drops a class before or at the end of the first semester, the fee for the second semester will be refunded. If a student drops out of school or transfers, and re-enters at any time during the school year, student fees for book rental must be paid again.

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Exhibit - Application for Fee Waiver ¹

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 school 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

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

*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
Between 41 – 90 (ninety) miles (Round Trip)	\$6.00
Over 91 (ninety-one) miles (Round Trip)	\$8.00

Donovan Junior-Senior High School (6 – 12)

Grades 6 – 12 Book Rent	\$40.00
Technology Fee	\$15.00
Breakfast Price (Per Day)	
Lunch Price (Per Day)	\$ 2.40
All A-La-Carte Lunch Items	
Milk	\$.30
Replacement Lock – If Lost	\$ 5.00
Vehicle Registration Tag	\$ 5.00
Vehicle Registration Tag – If Lost	\$ 5.00
Current Events	\$20.00
Music (JH – HS Band and Choir)	\$20.00
Home Economics (All Classes)	\$20.00
Science Lab Classes	\$20.00
Computer Classes	\$20.00
Drivers Education	\$75.00
Junior High Computers Class	\$20.00
Business Education (All Classes)	\$20.00
Kankakee Area Career Center	\$75.00

Other Class Fees may be assigned as necessary.

MOTOR VEHICLE REGULATIONS

Students may park their vehicles in the lot designated for students and located across the street from the junior senior high school building during the school day and school activities. Vehicles must be parked in student lot, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside of designated parking spots may lose privilege. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

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

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

1. Driving to school is a privilege.
2. All motor vehicles driven to school must be registered in the school office.
3. Once vehicles have been parked before school, they are not to be driven until school is dismissed. Students should leave their vehicles and go directly to the school building.
4. Students who drive motor vehicles to school are required to park on school grounds. The lot in front of the building is the primary parking facility.
5. The school speed limit is 10 MPH within two blocks of the school and 25 MPH in town.
6. Students must park their cars upon arriving in Donovan in an appropriate manner.
7. Students are to obtain permission from the Principal to enter the parking lot during school hours.
8. Students are to refrain from creating unnecessary noise such as honking horns, revving of car engines, reckless driving, squealing of tires, etc. Students will not tamper or damage cars in the parking area. Trash should be thrown in waste containers, not on the ground.

ACCIDENTS OR DAMAGE TO VEHICLES should be reported immediately. The school is not liable for accidents or damage done to cars driven to school while they are parked.

9. ANY student who passes a stopping or stopped school bus (either picking up students, dropping students off, or at a railroad crossing) may have their driving privileges suspended for a minimum of 30 days (one calendar month).
10. When school is dismissed for the day, all student vehicles must wait after the last bus leaves for the day.
11. All vehicles parked on school property are subject to searches including canine searches.

DRIVING A VEHICLE TO THE CAREER CENTER/SCHOOL-TO-WORK

Students who attend the Career Center and work after their classes may be permitted to drive their vehicles directly to the Career Center. The students are to leave DHS no earlier than five minutes before the Career Center bus leaves and they are to go directly to the Career Center. **NO PASSENGERS ARE PERMITTED.** This privilege will be revoked if any violations occur. This privilege is given only on the days that the student actually goes to work after the Career Center classes have ended. Applications for students to drive to the Career Center are available in the office at both DHS and the Career Center. Applications must be approved **BEFORE** the student will be permitted to drive. Students will be allowed to drive to the Career Center or a job through Donovan's School-to-Work program with appropriate parental and administrative approval.

BICYCLES

Donovan students may ride their bicycles to the JH-HS building. All bicycles are to be parked on school property and secured with a lock. The school is not responsible for lost or stolen bikes.

STUDENT DAILY BULLETINS

Student Bulletins will be read to all students first thing in the morning. The student daily bulletin will be posted each day on the window by the main office. **STUDENTS ARE RESPONSIBLE FOR THE INFORMATION THAT IS CONTAINED IN THE BULLETIN.**

LUNCH and BREAKFAST

Lunch and/or breakfast money to be deposited in your child's account should be placed in a deposit envelop located in the cafeteria and taken to the Unit Office. Students will need to have their account number on the deposit envelope. We encourage monthly deposits in the form of a check and no change will be provided as it will automatically be credited to your child's account. **NOTE:** The opportunity is available for families with limited income

to receive free or reduced school lunches and breakfasts. 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. 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. "Seconds" are available only to students who have purchased a lunch for that day.

LUNCH HOUR

The Donovan JH–HS campus is a closed campus. Students may not leave the school grounds during lunch without permission. You may not go to your car during lunch without the Principal's permission. Students should go to the cafeteria during their lunch period. Monthly menus are available to all students through distribution and at the cafeteria condiment table.

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 course registration, college applications, career choices and information, personal advice and counseling, as well as many other student services. It is best to see the counselor during your study period. Except in an emergency, all students must receive a pass from the counselor before school begins. Referrals to the counselor may be teacher, parent, or student- initiated. Parents wishing to speak to the counselor should contact the school office.

SCHOOL SONG

BY: BOB SLIDER BAND INSTRUCTOR 1953 – 57

Cheer, cheer, cheer for Donovan
For the colors Black and Gold
We'll always cheer for Donovan
For the team we will uphold

We're loyal to you, Donovan
Forever as the years go by
We'll cheer for the school
for the team, for victory...
Cheer for the Black and Gold

For the Junior High, same lyrics except substitute Red and White!

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:

H.S. Boys' and Girls' Basketball, Softball, Volleyball, Spring Baseball, Boys' and Girls' Track and Field, Golf, Cheerleading, and Dance

J.H. Baseball, Softball, Boys' and Girls' Basketball, Volleyball, Boys' and Girls' Track and Field, and Cheerleading

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. High School eligibility is checked weekly.

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 certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician statement. The preferred certificate of physical fitness is the IHSA's "Pre-Participation Physical Examination Form.
2. A permission slip to participate in the specific athletic activity signed by the student's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy; and
5. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

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; or 3) a religious ceremony or event. An athlete who has one or more trancies 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.

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.

Co-Op Athletics

Students participating in Co-Operative Athletics will follow the rules and regulations of both schools. Failure to do so may result in removal from the co-operative team.

Cheerleaders and Dance Team Members

Since Cheerleaders and Dance team members are athletic students who participate in a team environment, they will be considered athletes and treated as athletes. Tryouts are generally held in the spring for Cheerleaders and Dance team members, and physicals must be on file before students try out for these teams.

Athletic Lockers

All athletes will be assigned lockers on the first floor. These lockers must be locked with a school-supplied lock. All school-owned athletic equipment (uniforms, etc.) must be turned in to the school/coach at the end of the season. Students will be financially responsible for lost or damaged equipment.

Activity Bus

Fan buses will be provided when the interest is great enough to support the financial operation of the bus. Generally, the cheerleaders will provide the signup sheets (JH – HS) for fan buses. The bus fee must be paid in advance and is not refundable if you do not ride. The fee is based on the actual cost of taking the bus and the number of riders going. All school rules apply to students riding a fan bus. Non-players, other than managers or scorekeepers, may not ride the team bus.

Extra-Curricular Programs

Extra-Curricular activities are activities that take place both outside the school as well as being contained within the regular curriculum of the school. These activities are voluntary on the part of the students. Students wishing to participate may do so after meeting certain requirements. Students must remember that these activities are a privilege and that they must adhere to the standards set by the sponsor and the school.

Students: While attending a school event, you must stay in the building and designated event area. Loitering outside the building is strictly prohibited.

Some of the Extra-Curricular Activities available are:

Band Contests, Pep Band, School Play, Donovo (yearbook), Speech Contest, Scholastic Bowl, Spanish Club, Chorus Contest, JH Student Council, HS Student Council, Media Services Club, National Honor Society (HS), Junior High Beta Club, Math Contests, I.M. Activities, Athletics. Not all activities may be offered during any one school year. Some meetings involving extracurricular clubs and organizations may take place during the Study Period, but most will be before or after school. The activity schedule is posted in the office and completed by the sponsors.

CONCESSION SALES

Concession sales at athletic events are staffed by school organizations, athletic teams, and coordinated through the district office. Information concerning setting up, money boxes, cleaning up, supplies, storage, etc., is provided by a sponsor or coach. This information is also posted in the concession storage area. A more detailed explanation of concession policies can be found in the district's administrative procedure handbook.

HALL PASSES

All students must have a signed student planner in their possession when they are outside the classroom. Passes must be issued by either the teacher or the office and will identify the student, destination, and time he or she departed.

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 question of health, safety, and **DECENCY** arise, the school shall require adjustments to be made. The following guidelines are offered.

1. The wearing of chains, hats, sunglasses, bandannas, headscarves, sweatbands, mesh shirts, house slippers, pajamas, and excessive baggie clothes are prohibited.
2. **Undergarments may not be exposed.**
3. **Bare midriffs, sleeveless garments, see-through garments, spaghetti thin straps, bare backs, halter tops, low cut blouses, and tube tops are prohibited.**
4. **Muscle shirts, or basketball shirts are prohibited unless worn with a t-shirt under them. Short-shorts, jogging shorts, spandex shorts, and running shorts with “split” legs are prohibited. ALL shorts and skirts must extend beyond a student’s finger tips when the student stands with their arms at their sides.** Spandex clothing may be worn under other clothes. Nylon jogging suits are permitted.
5. **Articles of clothing or jewelry displaying profanity, offensive remarks, guns or weapons, sexual remarks or slogans, racial or ethnic slurs, advertisements promoting illegal drugs, alcohol, tobacco products or gang-secret society identification, Hooters shirts, and Joe’s Crab Shack shirts are prohibited.**
6. Clothing which is cut or torn beyond normal wear is not permitted.
7. **Pants and shorts with holes above mid-thigh are unacceptable.**
8. Hats or Hoods are NOT to be worn in the building or gym at any time during normal school hours. Wearing of hats or hoods after school hours in the building and gyms is strongly discouraged.
8. Form fitting spandex leggings are not allowed unless covered by shorts, skirts, pants, long shirts, or other garments that extend past the buttocks.

9. Book bags, backpacks, mini-drawstring backpacks, **blankets**, and purses are not allowed in classrooms. These must be stored in student lockers during the school day.

Consequences

- First offense: Will wear clothes provided or secure appropriate clothing from home and will receive a verbal warning.
- Second offense: Will wear clothes provided or secure clothing from home and will receive a detention.
- Third offense: Will wear clothes provided or secure appropriate clothing from home and will receive an in-school suspension.
- Fourth offense and Subsequent Infractions: May be considered guilty of gross misconduct and may be suspended from school.

TELEPHONE MESSAGES

The office will not call students out of class for a telephone call except in the case of an EMERGENCY. We will, however, relay a message or have a student return the call if the caller will leave a number.

LOST AND FOUND

If you lose or find any item...COME TO THE OFFICE.

POSTER REGULATIONS

All posted materials must have the permission of the building Principal. Materials may be displayed on bulletin boards, the brick part of the hallways and glass hall partitions.

STUDENT VISITORS

There is no educational value in former or out-of-district students visiting our school. Donovan encourages visitors to visit only during study period and lunch if necessary.

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 it 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.

FOOD/DRINK

Food and / or drink(s) will not be allowed inside of classrooms. All food and drink(s) must be consumed in the cafeteria. If it is hot outside, bottled water will be the only drink allowed inside of classrooms. Any food / drink(s) utilized in the classroom for educational purposes must be cleared through a building administrator. Classes in which cooking is part of the curriculum are exempt from this rule.

Student Medication

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

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. 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 ²

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.

¹ 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, 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).

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.

COMPUTER LAB

The Computer Lab may be used only when a pass is presented to a teacher and a teacher is present in the lab.

CYBER BULLYING

“Cyber-Bullying” is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual’s property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

“School district owned, operated, or supervised technologies” is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

Reporting Procedure

Any pupil or school staff member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyber-bullying shall immediately make a report to the building principal or designee.

The building principal or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the building principal or designee will inform the affected parties of the investigation results. In the event the investigation results indicate cyber-bullying was committed by a school district pupil on school grounds and/or using school district technologies, the pupil will be subjected to appropriate discipline.

In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the building principal or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to the Donovan CUSD discipline policy.

SOCIAL MEDIA PASSWORDS

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the

student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

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.

LOCKERS

Each student is issued a locker. Students are responsible for keeping their lockers neat and clean at all times. Students may not get food or drink from their lockers during school hours, except for lunch. The lockers are the property of the school district and are subject to search. Since Unit #3 cannot be held responsible for lost or stolen property, only school locks are permitted on school lockers.

POP AND JUICE MACHINES

Section 305.15 Sale of Beverages in Schools:

Commencing on the first day of the 2006-2007 school year, all participating schools shall adhere to the following requirements for the sale of beverages to students in junior and senior high before and during the regular school day.

- a. flavored or plain whole, reduced fat (2%), low-fat (1%), or nonfat fluid milk that meets State and local standards for pasteurized fluid milk;
- b. reduced fat and enriched alternative dairy beverages (i.e., rice, nut, or soy milk, or any other alternative dairy beverage approved by the USDA);
- c. fruit and vegetable drinks containing 50 percent or more fruit or vegetable juice;
- d. water (non-flavored, non-sweetened, and non-carbonated);
- e. fruit smoothie (yogurt or ice based) that contains less than 400 calories and no added sugars, and is made from fresh or frozen fruit or fruit drinks that contain at least 50 percent fruit juice; and
- f. any beverage exempted from the USDA's list of Foods of Minimal Nutritional Value (see 7 CFR 210.11 (a)(2) and 220.2(i-1) (2006)).

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 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.

A student in grades 11-12 may submit a written request to the building principal to be excused from physical education courses for the reasons stated below.

1. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
2. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade).

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 or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

DANCES

Dances are planned and arranged with the teacher, organization sponsor, or class sponsor, and Principal. Unless otherwise specified, Donovan High School dances are for our students ONLY (Closed Dance). Students will be allowed to bring a non-DHS student as a guest. The guest must minimally be a high school student and not be over 20 years of age. Junior High dances are generally closed to guests. Students leaving the dance area will not be permitted to reenter the building (dance area). The organization sponsoring the dance will clean up the area used for the dance either that evening or no later than the following morning. Students attending dances are subject to all school rules.

ACADEMIC STANDING

Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.

2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

The following courses are required:

U.S. History (credit).....	1
Consumer Ed (credit).....	1/2
Government (credit).....	1/2
Social Studies (credit).....	1/2
English (credits) 2 of which include intensive writing.....	4
Math (credits).....	3
Science (credits).....	2
Health (credit).....	1/2
Art, Music, For. Lang. or Vocational (credit).....	1
Physical Education (credits).....	4*

*Fewer P.E. credits may be acceptable with the appropriate waivers.

For graduation, students must have 25 credits.

All courses earned toward graduation must be approved by the Principal. Generally, credits earned at other high schools are applied toward the total credits needed. A student may be permitted to count one (1) credit of correspondence or summer classes towards graduation requirements; however, these classes must be approved by the school. Donovan High School does not permit “Early Graduation.” Seniors who fail to graduate within four years may take summer classes after their graduation date if the courses will enable them to complete the graduation requirements that summer following their graduation date. Additionally, a 5th-year senior may attend as a full-time student and graduate at the end of the first semester. Upon completion of these courses, their diploma will be issued. If the deficiency is so great as to not be remediable during the summer, the student will have to return to school in the fall (as a 5th year student). All courses that are graduation requirements must be taken at least once on campus before permission to accept summer course credit will be granted.

Eighth Grade Promotion Ceremony

Donovan Junior High will conduct an eighth grade promotion ceremony for students who have prepared themselves for entrance into high school. Diplomas will be issued to all students who have successfully completed the junior high school curriculum. Students who have not passed the U.S. constitution test, the State of Illinois constitution test, or have an “F” for a yearly average in more than one class may be considered for placement in high school but may not participate in the eighth grade promotion ceremony.

Class Standing

The following are the minimum number of credits required for classification:

Senior – *Seventeen (17) Credits*

Junior – *Eleven (11) Credits*

Sophomore – *Five (5) Credits*

Freshman – *8th Grade Promotion*

8th Grade – As determined by promotion

6th, 7th Grade – As determined by promotion

***Students must have earned the necessary credits to be considered in the proper class (Classification only changes at the end of each school year.)**

***Students must be classified as a junior to participate in the junior state testing.**

***Students must be classified at least as a junior to attend prom (unless they are escorted by a DHS junior or senior).**

Class rank is determined each semester during the school year. All other grade levels are determined by academic promotion; please remember that social promotion cannot be permitted.

Minimum Class Load

All students must take at least seven courses per semester or four courses plus Career Center.

Add / Drop Classes

Course changes will only be permitted within five (5) school days of the first day of each semester. Students will only have their schedules changed at the request of parents or the guidance counselor and the approval of the principal. Students will not be able to drop a class from the Career Center after signing a contract to reserve a place in the class. Student placement into college prep or honors classes will be subject to the approval of the Principal and School Counselor. Parental requests for class placement will only be considered when evidence concurs.

Grading Scale

93 – 100 = A Excellent 85 – 92 = B Above Average 76 – 84 = C Average

68 – 75 = D Below Average 0 – 67 = F Failing: No Credit Earned

P = Pass (Where Applicable) I = Incomplete

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.

The grading system (6 – 12) is based on a 4-point scale. Letter grades may be recorded with + or – (plus or minus) marks on the report card, but will be converted to the actual letter grade (example: A+ or A- = A) for the purpose of grade-point average, honor roll, and class ranking. Only straight letter grades will be placed on the official transcript. INCOMPLETES must be made up within five days of the end of the grading period or the grade shall be recorded

as “F” and no credit will be issued. Appeals to the Principal for time extensions may result in no more than an additional five days for a total of ten days.

Grading System

40% = Quarter Grade
Exam

40% = Quarter Grade

20% = Final

Honor Roll

Donovan Junior-Senior High School posts a listing of students who have been named to the Honor Rolls at the end of each quarter and each semester based on the following criteria:

PRINCIPAL’S HONOR ROLL: All A’s

HIGH HONORS: 3.5 to 3.99

HONORS: 3.0 to 3.49

Any student who makes the Honor Roll the first three grading periods will be awarded a plaque at the awards program in the spring.

Grade Point Average (GPA)

Grade point averages are accumulative over the term of four years. GPA is based on a 4 – point scale and includes Honor Course Points. GPA is used to determine where a student ranks among his/her classmates. It is used to determine Valedictorian (highest GPA) and Salutatorian (second highest GPA) of the graduating Senior Class.

Determination of the Valedictorian and Salutatorian will be determined after the eighth semester of the graduation seniors. A student must have completed the last four semesters at Donovan before he/she will be considered to be Valedictorian or Salutatorian of their class. It is also used by many colleges to determine entrance eligibility, scholarships, etc. It is possible for a student with all A’s (and honor courses) to have a GPA higher than 4 points. It would, therefore, be possible for a student to earn all A’s for four years and not be at the top of his/her class simply because he/she did not take honor courses. Unit #3 will not accept weighted grade point averages from other schools when a student transfers to our district. GPA will be figured for Junior High Students. In the selection of the 8th grade Honor Graduate, the student with the best grades for both 7th and 8th grades (cumulative) will be distinguished as such. Only semester grades are counted.

DEFINITION OF “4-POINT SCALE” – A = 4.00, B = 3.00, C = 2.00, D = 1.00, F = 0.00

Response to Intervention (RtI)

Donovan Junior Senior High 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 and math. 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.

Transcripts

Transcripts are records of students' grades. Students may request copies of their transcripts to be sent to colleges, scholarship committees, grant and loan applications, etc. Juniors and seniors may have transcripts sent free of charge to these destinations. Graduates are required to pay a five-dollar service fee for each transcript sent. Official transcripts are marked with the school seal. Students must not owe any debts to the District for official transcripts to be sent. Unofficial transcripts are marked "unofficial" and will be sent for students who still owe a debt to the district. Most schools and organizations desire "official transcripts." See the counselor to have your transcript sent.

TRANSFER STUDENTS: Students transferring into Unit # 3 will be placed into classes that correspond with courses taken at other school facilities (approved facilities). A student will only be placed into a credit-producing class. In the event that the student was enrolled in a class that does not transfer, the student will be placed in P.E. for the balance of the semester.

PARCC

All Donovan Jr./Sr. High School students are required to take the PARCC assessment as required by Illinois State Statute. Students at Donovan Jr. High will take the test in both Math and English/Language Arts during their 6th, 7th and 8th grade years. If a student is absent for any reason during designated testing dates, he or she will make up the exam(s) during the official makeup periods mandated by the Illinois State Board of Education. A Science assessment for junior high and high school students may also be administered.

CAREER CENTER

Juniors and seniors in good standing and attendance have the opportunity to attend. Students having the desire to attend Career Center classes may be

denied based on availability in the classes or prerequisites, or academic needs of the student must be met at Donovan High School. Suspension or expulsion from the Career Center will result in the student being suspended from all DHS afternoon participation, both academic and extra-curricular, as well as evening social and athletic participation.

HIGH SCHOOL COURSE OFFERINGS

Accounting I	*English IV, Col. Prep
*Accounting II	Foods I
Adult Living	Geometry
Algebra I	Government
Geometry	Health
Algebra II	History, U.S.
Band	History, World
Biology	Information Processing I + II
*Anatomy and Physiology	Interior Design
Business Technology Concepts	Job Skills
Business Tech. Procedures- Yearbook	Keyboarding
*Calculus	Living Environment
Careers	Orientation to Family and Cons. Science
*Chemistry	Parenting
Child Development	PE
Chorus	Physical Science
Clothing	*Physics
Computer Concepts	*Pre-Calculus/Trig.
Creative Skills	Psychology
Current Events	Resource Management
Driver Education	Senior Math
Ed. for Employment	Spanish I
English I	Spanish II
English II	*Spanish III
English III	*Spanish IV
English IV	World Geography
* Honor Course	

Not all of the courses listed above are offered during any one year. Several are on a rotation schedule and other are subject to staff availability. Students are required to take courses in sequence but may (with approval) take courses designed for a level different than the one the student is at.

ANY QUESTIONS CONCERNING THE COURSE OFFERING, SCHEDULING, AND/OR REGISTRATION SHOULD BE DIRECTED TO THE SCHOOL COUNSELOR.

Credit for Proficiency, Non-District Experiences and Course Substitutions

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Summer school or community courses.
3. College courses offering dual credit courses at both the college and high school level.
4. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
5. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

NATIONAL HONOR SOCIETY

National Honor Society rules and regulations are available from either sponsor or the office. Any male or female student who has been in full-time attendance at Donovan High School for at least one semester and has attained the class standing of Junior or Senior with an accumulative grade point average of 3.50 or higher on a 4.00 scale, and who is currently enrolled at Donovan High School on a full-time basis, or who has transferred into DHS with prior active NHS membership is eligible for considerations as to membership in the Donovan High School Chapter of the National Honor Society.

NATIONAL JUNIOR BETA CLUB

National Junior Beta Club rules and regulations are available from the sponsor or the office. Junior High students who have a 3.5 or higher (semester grade) are eligible to be a member of the Beta Club.

FUND RAISING

Donovan CUSD #3 recognizes that student organizations and classes need to generate monies for the operation of their organizations. Unit #3 feels a responsibility to limit fund raising that takes dollars out of the local communities. Each building in the District shall be permitted to operate one (1)

total school participation fund raising program per year involving a purchased product. Profit from each fund raising activity must be at least forty percent (40%). Organizations needing funds will be encouraged to conduct fund raising programs that do not involve a purchased product. Service sales may be regularly scheduled (e.g. car washes, dances, bake sales, chili suppers) when approved by the Principal. A limited number of in-house sales promotions will be acceptable. Prior approval must be obtained from the sponsor, Principal, and the Superintendent. The plans must be formulated and placed on the school calendar at least one month prior to the event. The practice of using students to raise monies for local and national fund raising events (e.g. Relay for Life, St. Jude, etc.) must be approved by the administration. Sales at school must take place during lunch hour and after school only.

All fundraisers must be completed in compliance with the Administrative Procedures on fund raising.

STUDENT COUNCIL

The purpose of both the Junior High Student Council and Senior High Student Council is to maintain a loyal and sincere school spirit on the part of all students and to foster a friendly and cooperative relationship between the student body and faculty. The Student Council gives the students some voice in the conducting of school affairs and initiates worthy student enterprises. The Student Council plans and conducts all homecoming activities, presents assembly programs, purchases equipment for the school, presents the Humanitarian Award, and in general, offers itself as a service organization. Membership is determined by the Constitution of the Student Council organizations.

ELECTION OF OFFICERS

Students may hold more than one office at a time but not within the same organization. Students may not hold more than one office of the same level in more than one club or class organization. For example: A student may be a President of one club, Secretary of another, and a Treasurer in a third. He/she may not be a President in more than one club/class, nor a Secretary in more than one club/class, organization and the STUDENT COUNCIL. For example: a student may be the President of the Student Council and the President of a club or class, etc. All club/class members and officers are under the guidance and supervision of the sponsoring teacher. All decisions of the club/class organization must have the sponsor(s) approval. Where there is conflict of opinion, the Principal shall have the final decision-making authority. All clubs and class organizations come under the final decision-making authority of the building Principal.

ACTIVITY ACCOUNT

Most clubs and classes have funds accountable through the school activity account. ALL MONEY earned by a club or class must be deposited into this account and ALL MONEY spent from the account must have the approval of the sponsor and Principal. Class and club officers wishing to know the balance of their account should contact the sponsor who will in turn obtain this information from the school bookkeeper. Classes and clubs are encouraged to not carry a balance in excess of their needs. ALL clubs and class monies must be turned into the office as it is received.

EXTRA-CURRICULAR CODE OF CONDUCT

PHILOSOPHY

We believe that participation in extracurricular activities should be part of the total experience for all youths that attend Donovan schools.

We believe that participation in such activities contributes to the development of health and happiness, physical skill, emotional maturity, social competence, and moral values. We believe that the spirit of cooperation and the will to compete are valuable to the development of a healthy mind.

We believe that extracurricular organizations are a wholesome equalizer because individuals are judged for what they can do, not on the basis of the social, ethnic, or economic group to which their families belong.

We believe that participation in extracurricular organizations is a *privilege and that participants must accept the responsibilities that go with that privilege.*

We expect our program participants to maintain high standards of conduct both in and out of school.

With these thoughts in mind, the Donovan Board of Education, the administration, athletic coaches, and organizational sponsors have adopted this Extracurricular Code of Conduct for all Donovan Jr. / Sr. High School extracurricular program participants. This code provides a minimum standard of

conduct which must be followed by all participants. Nothing stated herein shall limit organizational coaches or sponsors from issuing specific rules /consequences for their individual sports / activities. The Donovan Board of Education, in their sole and absolute discretion, may amend and/or modify this code and retains final authority in all matters.

DEFINITIONS

1. Participant

Participant means any student involved in grades 6 through 12 extracurricular activities at Donovan Junior / Senior High School who is participating (or has) participated in any extracurricular activity sponsored by Donovan Community School District No. 3. Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, Student Behavior.

2. Extracurricular Activity

Extracurricular activity means any school-sponsored activity occurring beyond the scope of the school day. This may include, but is not limited to: practices, games, contests, speeches, debates, performances, and plays affiliated with any school organization.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities offered at Donovan Jr. / Sr. High School may include, but not be limited to, the following: football, golf; volleyball, cheerleading; hi-

lites, basketball, baseball, softball, track, Art Club, Science Club, Spanish Club, Scholastic Bowl, school plays, Student Council, SADD, Captains, music competitions, National Honor Society; class officers, and speech contests.

CODE COVERAGE & EFFECTIVE DATES

The provisions set forth in this Code of Conduct are in effect throughout the 365-day calendar year, twenty four hours a day, including weekends and holidays. The rules apply on and off campus. All provisions apply from the beginning of a student's first day of participatory involvement / organization in any extracurricular activity (athletic and/or non-athletic) until the conclusion of the calendar year or the cessation of all activities.

GENERAL PROVISIONS

All extracurricular participants must have an Extracurricular Code of Conduct Acknowledgement Form signed by both the student participant and parent on file in the office prior to participation in any extracurricular activity/s. Additionally, all athletes must have on file with the Athletic Director proof of personal insurance and a current physical examination (within the past year) before participating in any athletic activity/s. When a violation/possible violation occurs, the Administration will review the validity of any accusation or report. After an investigation by Administration, the Athletic Director/Activities Director will notify the athlete/member and his/her parents in writing of the violation and will apprise the member and his/her parents of the procedures available for redress.

Self-admission, information from faculty, law enforcement authorities, etc., or any form of irrefutable evidence shall be considered valid.

ACADEMIC ELIGIBILITY REQUIREMENTS

All junior high school participants in extracurricular activities will follow IESA eligibility requirements for the duration of their participation in such activity/s. In order to be eligible to participate in any school-sponsored sport, a student must be doing passing work in all classes enrolled in for each week based on the accumulated semester average. Any junior high school student receiving a failing grade on a weekly report while participating in a sport/s shall become ineligible for the following week. Upon receiving a third ineligible status report (during the same activity/s), the student will be removed from the extracurricular activity/s. Any junior high student who fails a class for the semester will be deemed ineligible for the first four weeks of the new semester. At this time, a student who is still ineligible will remain ineligible until a passing grade is achieved in all classes. When an athlete is deemed ineligible for a four week period of a new semester, this is counted as one of the three ineligibility weeks used to determine removal from a team or activity.

All high school students participating in extracurricular activities will follow the eligibility requirements as stipulated by the Donovan Board of Education. In order to be eligible to participate in any school-sponsored sport, a student must be doing passing work in 6 of 7 classes enrolled in for each week based on the accumulated semester average. High school students failing to meet the before-mentioned criteria will be unable to participate in games/events for one week. An athlete who becomes ineligible on three different occasions (during the same activity/athletic season) will be removed from the team. All high school students who fail one course the preceding semester will be deemed ineligible for the first four-week period of the new semester. At this time, a student who is still ineligible will remain ineligible until a passing grade is achieved in 6 of 7 classes. When an athlete is deemed ineligible for a four week period of a new semester, this is counted as one of the three ineligibility weeks used to determine removal from a team or activity.

Ineligible participants will study for one-half of practice each day and may participate in activities during the other portion of practice time as determined by their coach. Ineligible

participants will not be allowed to attend away games; instead they are encouraged to study at home.

(Junior High and High School students who are participating in year-long activities/clubs, not including sports will follow the above eligibility requirements and will be monitored by each individual club sponsor.)

EQUIPMENT

Equipment or uniforms may not be worn in gym class or elsewhere other than in regular athletic contests or scheduled practices. Uniforms may be worn as a team function upon the day of an event when approved by the coach/sponsor. Students are responsible for all equipment and clothing issued to them or entrusted to them for their use. Damaged or lost articles must be paid for at replacement cost.

SCHEDULED PRACTICES

A student must secure permission for missing any scheduled practice or game from the coach/sponsor immediately involved. Junior High students who compile four unexcused absences from practice from one sport will be dismissed from the team. High School students who compile three unexcused absences from practice during one season will be dismissed from the team. All other unexcused absences prior to dismissal will be subject to each individual coach's rules.

ATTENDANCE REQUIREMENTS

In order to participate in any extracurricular activity, a student must be in attendance at school for the second ½ of the school day. Exceptions (doctor / dentist appointment, funeral, etc.) will require documentation and the approval of the principal. Any unexcused absence on the part of a student will prevent that student from practicing/participating in the activity on the day of the unexcused absence and such absence from the activity shall be considered unexcused.

TRANSPORTATION POLICY

All extracurricular participants must ride school transportation to and from all events /contests. Participants may return from such activities with their parents/guardians provided the coach's / sponsor's sign-out sheet has been signed by the parent. Additionally, parents may pre-arrange for their child to ride home from away events with a specified adult by getting prior approval in writing from the school administration. Students will not be permitted to drive or be driven to away contests without prior approval of the school's administration.

Extra-Curricular Rules and Penalties

ALCOHOL, MARIJUANA OR CONTROLLED SUBSTANCES

We believe that the use of alcohol, illicit drug use, and/or substance abuse has no place in our extracurricular programs. In all cases where the school district finds sufficient evidence of an extracurricular participant's possession or consumption of alcohol, substance abuse, or illegal / controlled substances, including drug paraphernalia, or in close proximity of the above mentioned substances, the student will be suspended from all extracurricular activities (not including practice) for a specified period of time.

First Offense:

- *Athletes* will be suspended for 100% of a season.
- *Members* will be suspended for one semester (18-week period).

Second Offense:

- *Athletes/Members* will be suspended for a 365-day period.

Third Offense:

- *Athletes/Members* will be suspended for their entire career at Donovan Community CUSD #3.

TOBACCO

Athletes/members using, supplying, or in possession of tobacco products on or off school property will be in violation of the code and will be subject to the following penalty:

First Offense

- *Athletes* will be suspended 20% of the regular scheduled games.
- *Members* will be suspended for a 4-week period.

- Second Offense - *Athletes* will be suspended for 50% of the regular scheduled games.
- *Members* will be suspended for a 9-week period.
- Third Offense - *Athletes* will be suspended for 100% of a season.
- *Members* will be suspended for one semester (18-week period).
- Fourth Offense - *Athletes/Members* will be suspended for a 365-day period.

THEFTS, ASSAULTS, BATTERIES, VANDALISM, DESTRUCTION OF PROPERTY

A. Athletes/members involved in theft, vandalism, destruction of property resulting in more than \$50 damage or found guilty of Assault/Battery will be in violation of the extra-curricular code and will be subject to the following penalty:

- First Offense - *Athletes* suspended up to 100% of a season.
- *Members* suspended for one semester (18-week period).

Second Offense - *Athletes/Members* suspended for a period of up to 365 days.

Third Offense - *Athletes/Members* suspended for their entire career at Donovan Community CUSD #3.

B. Athletes/members involved in theft, vandalism, destruction of property causing damage of less than \$50 or other misdemeanor offenses will be in violation of the code and will be subject to the following penalty:

First Offense - *Athletes* will be suspended up to 50% of the regular scheduled contests.

- *Members* suspended up to a 9-week period.

Second Offense - *Athletes* will be suspended up to 100% of a season.

- *Members* will be suspended up to one semester (18-week period).

Third Offense - *Athletes/Members* will be suspended up to a 365-day period.

*Violators will be expected to make restitution or continued suspension will carry on until restitution is made. Suspension for Class B violation will be determined by Administration based on evidence and severity of the violation.

OTHER ILLEGAL ACTIVITY

Athletes/members involved in other illegal activity will be considered in violation of the code and will be subject to the following penalty:

First Offense - *Athletes/Members* will be suspended up to a 365-day period as determined by the Administration based on the illegal activity committed.

Second Offense - *Athletes/Members* will incur a suspension that could result up to an entire career suspension at Donovan Community Jr./Sr. High School. The suspension will be determined by the Administration based on the illegal activity committed.

ATHLETIC EXTRA-CURRICULAR PARTICIPANTS

A. If a student is not currently participating in an athletic activity at the time of the violation, the suspension will be served in its entirety during the next athletic season the student participates in. If a season concludes before a suspension has been completely served, the remaining percentage (of suspended games) will be applied to the next IHSA / IESA competitive season which the offending student participates in. For example: a student suspended for half a football season (9 games) would serve a 5-game suspension using mathematical rounding. If the season were to conclude with only three games having been served through suspension (which is 33% of the season), the offending student would be suspended for the remaining 17% of the scheduled contests in the next athletic season in which they participate. Any first-time offending participant (involved in an athletic activity) may, in the Board's sole and absolute discretion, have their suspension reduced 50% by complying with either section 'B' or 'C' as stipulated below.

- B. Any participant involved with an athletic program who self-reports a first violation which he / she is guilty of within a 48-hour period of the violation may have their contests' suspension reduced 50% of what it would originally have been set at. All self-reports must be made directly to the head coach, athletic director, or principal within the 48-hour period. Suspensions will begin with the first scheduled contest following substantiation of a violation and be served in its entirety in contests succession. If a student is not currently participating in an athletic activity at the time of the violation, the suspension would be served in its entirety during the next athletic season the student participates in. If a season concludes before a suspension has been completely served, the remaining percentage (of suspended games) will be applied to the next IHSA / IESA competitive season which the offending student participates in. See example in 'A' above.
- C. Any participant of an athletic activity (including cheerleaders/hi-lites) guilty of a controlled substance, alcohol, or marijuana violation as a first offense who voluntarily participates and completes a district-approved substance abuse program may have their contests' suspension reduced 50%. Athletes are responsible for all costs incurred through such programs. Documentation of enrollment, continued progress (attendance) and completion in the class must be provided. Failure to complete the program as agreed (between athlete and school) will result in the original suspension set forth by this code of conduct. Suspensions will begin with the first-scheduled contest following substantiation of a violation and be served in its entirety in contests succession. If a student is not currently participating in an athletic activity at the time of the violation, the suspension would be served in its entirety during the next athletic season the student participates in. If a season concludes before a suspension has been completely served, the remaining percentage (of suspended games) will be applied to the next IHSA / IESA competitive season which the offending student participates in. See example in 'A' above. Participation in practices during any suspension period will be at the sole discretion of the head coach. For the purpose of calculating game suspensions (% of season), all scheduled tournaments will be counted as two games toward the total for the season. An athlete will only be able to use provision "B" or "C" on their first violation.

NON-ATHLETIC EXTRA-CURRICULAR PARTICIPANTS

- A. All extracurricular participants of non-athletic activities guilty of violating the extracurricular code will begin their suspension immediately after substantiation of a violation and continue from that date forward for the length of the suspension. During a suspension period, such participants must attend on-campus meetings but may not in any other way affiliate with extracurricular activities (events, trips, etc.). Any first-time offending extracurricular participant (non-athletic activity) may, in the Board's sole and absolute discretion, have their suspension reduced 50% by complying with either section 'B' or 'C' as stipulated below.
- B. Any extracurricular participant (non-athletic activity) who self-reports a first violation which he / she is guilty of within a 48-hour period of the violation may have their suspension reduced 50% of the original suspension. All self-reports must be made directly to the activity sponsor or principal within the 48-hour period. The suspension will begin immediately after substantiation of a violation and continue from that date forward for the length of the suspension. During a suspension period, a participant may not attend (meetings) or in any other way affiliate with extracurricular activities (events, trips, etc.).
- C. Any extracurricular participant (involved in a non-athletic activity) guilty of a controlled substance, alcohol, or marijuana violation as a first offense who voluntarily participates and completes a district approved substance abuse program may have their activities' suspension reduced 50%. Extracurricular participants are responsible for all costs incurred through such programs. Documentation of

enrollment, continued progress (attendance) and completion in the class must be provided. Failure to complete the program as agreed (between athlete and school) will result in suspension from all non-athletic activities for the entire length of the original suspension. An athlete will only be able to use provision “B” or “C” on their first violation.

DEFINITION OF CLOSE PROXIMITY

Athletes will not be associated with alcohol/controlled substances/marijuana and will be deemed in violation of the code when present at a party, at a gathering, in an automobile, or otherwise close proximity, when alcoholic beverages/controlled substances/marijuana are being used, transferred, possessed or transported and no responsible adult supervisor is present, or no honest attempt to control illegal use by minors is made. (Guilt by association)

REGULATION OF SUSPENSION

To avoid students from using an extracurricular activity as a means to serve a suspension, the following provision exists: *In order for a suspension to count, the student-athlete must start and end the sport season in which the suspension is served. The student-athlete must continue to practice, travel, and sit with his/her team. If a student does not fulfill the suspension, the suspension will be carried over to the next sport or school year.* Additionally, any student-athlete who has previously had a violation of the extracurricular code in one area and violates the code in an alternate area will automatically move to a second offense for the new violation. Individuals who are both athletic and non-athletic extracurricular activity participants who violates a policy will be sanctioned concurrently with both the athletic and non-athletic stipulations as outlined above.

DISCIPLINARY PROCEDURES & DUE PROCESS

All activity sponsors and coaches will monitor their individual programs and implement stated policies with regard to this code and their specific rules and/or bylaws. Investigation of possible code / rules violations will necessitate communication and cooperation between sponsors, coaches, the Athletic

Director, and/or Administration. In all investigative matters, the student participant whom is alleged to have committed a violation must be made aware of the offense against them and given the opportunity to explain before any disciplinary consequences may ensue. Whenever a violation will result in a participant’s disciplinary suspension from an activity, parents must be notified expeditiously and written documentation provided within three school days. Such documentation will detail the violation, length of the suspension, and the appeal process.

DISCIPLINARY APPEALS

If an athlete/member feels special circumstances warrant an appeal of the prescribed penalty, he/she may appeal the suspension with the Superintendent. As a result of this meeting, the Superintendent will make a recommendation to the Donovan CUSD #3 Board. This appeal to the Board is final.

SUPPLEMENTAL RULES / AWARDS

Individual activity coaches and sponsors will devise specific rules or bylaws for their respective programs. Such rules / bylaws will explicitly detail program (participant) expectations with regard to behavior, attendance, awards / lettering criteria, and disciplinary consequences for violations. Written copies of all extracurricular activity rules and/or bylaws will be submitted to the principal and

athletic director before organizational activities may begin. All coaches and sponsors will disseminate written copies of their respective rules / bylaws to all program participants at their activity’s first organizational meeting.

STUDENT HANDBOOK DISCLAIMER

This guide is not meant to be all-inclusive. The Administration of the Donovan Unit # 3 Schools finds that as the school year progresses, additional rules must be initiated to insure the safety and well-being of the student body.

These changes will be announced to all students and become in effect as of that date. Ignorance is no defense for violation of school rules and regulations.

STUDENT BEHAVIOR SHOULD BE APPROPRIATE AT ALL TIMES. ANY BEHAVIOR THAT IS NOT APPROPRIATE WILL BE DISCIPLINED BY THE PRINCIPAL WHETHER IT IS IN THIS HANDBOOK OR NOT.

NOTE: ALL RULES AND REGULATIONS NOTED IN THIS HANDBOOK WILL BE ENFORCED AT ALL TIMES. THIS APPLIES TO REGULAR SCHOOL HOURS, AFTER-SCHOOL ACTIVITIES, AND OFF-CAMPUS ACTIVITIES.

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date

DONOVAN JR. / SR. HIGH SCHOOL
Extracurricular Code of Conduct Acknowledgement Form

Student and Parental Pledge

I have read and understand the rules and regulations as stated in the 2017-2018 Donovan Junior / Senior High School Extracurricular Code of Conduct.

As a participant of an extracurricular activity representing Donovan School District #3, I agree to abide by the Donovan Jr. / Sr. High School Extracurricular Code and guide my conduct accordingly.

SIGNED _____

DATE _____

As a parent/guardian of a student participant of a Donovan School District #3 extracurricular activity, I have read and understand the rules and regulations as stated in the 2016-2017 Donovan Junior / Senior High School Extracurricular Code of Conduct.

I hereby give my consent for my child to participate in extracurricular activities under the auspices of this Code and will support my child's compliance with all provisions.

SIGNED _____

DATE _____

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.

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.

“Directory Information Release Form”

We the parent(s) of _____
acknowledge the receipt of and understand the rules and regulations described in the
Donovan CUSD#3 Parent/Student handbook in regards to the release of a student(s)
“Directory Information.”

- Yes My child(s) name and picture may appear in the school **yearbook**, trophy case, **group photos**, bulletin-boards, **sporting events**, student publications and press releases in relation with school activities.

- No My child(s) name and picture may **NOT** appear in the school **yearbook**, trophy case, **group photos**, bulletin-boards, **sporting events**, student publications and press releases in relation with school activities.

Student’s Name (Please Print)

Student’s Signature- Date

Parent/Guardian (Please Print)

Parent/ Guardian Signature - Date

The Donovan School District no longer posts student(s) “Directory Information” on any of its school websites).

Parent/Student District Internet Acknowledgement

Internet Acceptable Use Sign Off

ACKNOWLEDGMENT

Any user who violates the Internet Acceptable Use Policy shall be subject to disciplinary action including, but not limited to, revocation of access privileges. Additionally, if a user's conduct constitutes a violation of copyright laws, the user and/or the user's parent or guardian may be subject to prosecution under such laws. Any user who intentionally or negligently damages or destroys district hardware and/or software will also be responsible for all costs associated with repair and/or replacement parts and services.

In consideration for using the district's network/Internet connection and/or email and having access to public networks, I hereby release the school district and its board members, employees, and agents from any claims and damages arising from my use, or inability to use the network/Internet. I recognize and accept that I may be subject to discipline for any inappropriate use of the district's network/Internet connection and/or email.

Student Name
(Please print)

Date

Student Signature

I have read the school district's Internet Use policy. I give my permission for my child to use the school district's internet, and I understand that I may be liable for any and all misuse of the internet perpetrated by my child. I hereby grant permission for my child to participate in the school's internet and internet-based educational programs.

In consideration for using the district's network/Internet connection and/or email and having access to public networks, I hereby release the school district and its board members, employees, and agents from any claims and damages arising from my use, or inability to use the network/Internet. I recognize and accept that I may be subject to discipline for any inappropriate use of the district's network/Internet connection and/or email.

Parent/Guardian Name
(Please print)

Date

Parent/Guardian Signature

Student Signature: _____