

DUPO CUSD 196

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

Student-Parent Handbook 2026-2027: Bluffview

Last Updated: 3/16/2026

Dupo CUSD 196 Mission Statement

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

Name of Student: _____

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SECTION 1 - INTRODUCTORY INFORMATION & GENERAL NOTICES

1.00 SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be communicated by the superintendent.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant, unless excused.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. The school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

1.20 STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT

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

1.30 GENERAL SCHOOL / DISTRICT INFORMATION

This handbook is a summary of the district's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.dupo196.org or at the Board office, located at:

600 Louisa Ave
Dupo, IL 62239

The School Board governs the school district, and is elected by the community. Current School Board members are:

Linda Stoll.....	President
Jaci Declue.....	Vice-President
Monte Miller.....	Secretary
Jodi Stumpf.....	Treasurer
Victor Carroll.....	Member
Suzanne Mushaney.....	Member
Jenny Agnew-Bennett.....	Member

The School Board has hired the following administrative staff to operate its schools:

District Office		
Dr. Victoria White.....	Superintendent	vwhite@dupo196.org
Mr. Kraig Roth.....	Director of Special Ed	kroth@dupo196.org
Mrs. Pauline Elfrink.....	Special Ed Secretary	pelfrink@dupo196.org
Mrs. Jill Weier.....	Director of Athletics	jweier@dupo196.org
Mr. Michael Treece.....	Director of Curriculum Int, Reporting, & Library	mtreece@dupo196.org
Mr. Leonard Aldridge.....	Director of Technology	laldridge@dupo196.org
Bluffview Elementary School		
Dr. Kyle Baker.....	Principal	kbaker@dupo196.org
Dr. Brian Levin.....	Assistant Principal	blevin@dupo196.org
Mrs. Leslie Sopp.....	Secretary	lsopp@dupo196.org
Mrs. Lisa Nadler.....	Secretary	lnadler@dupo196.org

Other staff members email and contact information can be found at www.dupo196.org.

Enrollment

Enrollment of a new student requires:

- Proof of residency in District #196 by a custodial parent or guardian or person with legal custody.
- Student Transfer Form – All students enrolling in a public school must provide a student transfer form if coming from another Illinois public school.
- Original birth certificate or certified copy of a birth certificate for students first time in school or enrolling from a home school.
- Immunization Records & Health Records– See “School Health Requirements”.
- The school may delay the first day of student attendance after enrollment is complete in order to maintain a safe and productive learning environment for all its students.

Proof Of Residence And Guardianship

Illinois law requires students to attend school in the school district in which they reside. The law states that the residence of the person who has legal custody of the child is the residence of the child. For purposes of school enrollment, the term “legal custody” is defined by section 10-20.12 (b) of the Illinois School Code.

- Custody exercised by a natural or adoptive parent with whom the child resides.
- Custody has been granted by a judge to a person with whom the pupil resides for reasons other than to have access to the educational programs of a school district.
- Custody exercised under terms of a statutory short – term guardianship. Within 60 days of a pupil’s enrollment that guardian must obtain a court order establishing permanent guardianship and granting custody to the person with whom the pupil resided for reasons other than to have access to the educational programs of the school district.
- Custody exercised by an adult caretaker relative who receives aid from the Illinois Department of Public Aid for the pupil who resides with the adult caretaker for purposes other than to have access to the educational programs of the school district.
- Custody exercised by an adult who demonstrates that he or she has assumed and exercises legal responsibility of the pupil and provides the pupil with a regular fixed nighttime abode for purposes other than to have access to the educational programs of the school district.

Under normal circumstances, any pupil who is not a resident of the school district must be charged tuition. For a nonresident student who is the child of a District employee, the Superintendent may approve a request for the nonresident child to waive tuition to attend Dupo CUSD 196.

Anyone who knowingly enrolls, or attempts to enroll in the school district on a tuition-free basis, is a pupil who is known by that person to be a non-resident of the school district is guilty of a Class C misdemeanor.

Anyone who knowingly or willfully presents false evidence to a school district regarding the residency of a pupil, for the purpose of enabling that pupil to attend any school in the school district without payment of non-resident tuition, is guilty of a Class C misdemeanor.

Dupo Community Unit School District 196 requires parents or guardians of pupils to prove that they do, in fact, reside within the boundaries of the school district. Parents or guardians of non-residents are required to pay tuition to the school district in the amount set by state law.

Any student who changes their address during the school year must reprove residency to be admitted into the school district for the following year.

The school may ask to delay the first day of student attendance after enrollment is complete in order to maintain a safe and productive learning environment for all its students.

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

Emergency Names / Change Of Addresses And Phone Numbers

As part of the enrollment process, parents are asked to fill out an enrollment form asking for permission to transport in the event of a medical emergency, and whom to contact in the event of an emergency. Phone numbers and addresses have to be kept current for your child's well being.

Parent Portal

Parents should sign up to use the district's parent portal, TeacherEase. The parent portal allows parents to view their child's attendance, lunch accounts, and grades. Access is required for online registration. If you would like to sign up, contact the school office with your email address.

Textbooks

Each teacher keeps a record of the books each student has been issued. Students are asked to use all materials properly so they give the school the longest possible service. Parents/guardians are expected to pay for repair or replacement costs of materials that are damaged or lost.

School Library Media Services

The District libraries are open to all students throughout the day. Dupo CUSD 196 libraries function as an integral part of the total educational program. The goal of the library program is to support the teaching of the curriculum. The library operates under the following procedures:

1. Check-out Procedures
    a. Books are checked out for a period of two weeks at Bluffview Elementary and three weeks at Dupo Junior-Senior High.
    b. Magazines must be used in the library and may not be checked out.
    c. Reference materials are not available for check-out and must remain in the library.
2. Fines - Fines are no longer collected, but students should be courteous and return items promptly when due. However, other lending libraries may charge overdue fines per inter-library loan policies. Overdue notices will be emailed weekly.
3. Lost or Damaged Materials - If a student loses, damages or a library book, the student is responsible for the cost to repair or replace the book. All unpaid fees accumulate as long as the student is enrolled in District #196.
4. Special Services:
    a. There is a copy machine available to students for academic purposes only.
    b. The library has a variety of computers and printers for students to use when permitted by their teachers.

c. Students may survey or order materials from the SHARE consortium through IHLS inter-library loan.
d. Students may access content electronically through supported devices, including access to online reference resources.

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

Field Trips/Assemblies

Field trips and assemblies will be held throughout the year to broaden our student's knowledge base. The goal of taking trips and having assemblies is to learn about new things in different ways. We expect our students to behave at all times especially to visitors in our building and when in the public eye. For this reason, the administration has the right to withhold field trips to students who have been out-of-school suspended during the school year or have been given excessive referrals by the administration. The number of referrals necessary for exclusion is dependent on the date of the field trip.

Chaperones

Bluffview Elementary School appreciates parents/guardians that assist the school by chaperoning events and trips. Students need to know their parents are involved in all aspects of their school day. However, a chaperone's main function is to ensure the safety of the students during the event. Chaperones may be screened by the school to insure student safety.

A chaperone:

1. will never use tobacco or E-Cigarette products during the time they are at the school function.
2. will never use profanity or make suggestive remarks.
3. will dress according to the parameters detailed for students as described in the handbook.
4. will never use any alcoholic beverage or be under the influence of drugs or alcohol during the school event.
5. will not sign their child out of school until 2:00 pm (after the event) unless approved in advance or an emergency rises. A chaperone will not be allowed to sign out other students, including siblings in other grades, unless approved in advance or an emergency arises.
6. will agree to ride school transportation unless specifically designated by the instructor to ride in a separate vehicle due to space limitations.
7. will agree to have their child ride to and from the event on school transportation unless approved in advance or an emergency arises.
8. will agree not to bring another child (insurance reasons).
9. will agree that only one chaperone per child will be allowed on the trip unless approved by the administration.
10. will agree to follow all rules at the field trip destination.

Failure to follow these guidelines can result in the loss of chaperone privileges.

1.40 VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. **Parents and other visitors/vendors/delivery services are not permitted to deliver fast food lunches.**

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Parents are not allowed to go to classrooms during the school day without predetermined permission. Visitors from organizations are required to proceed immediately to their assigned location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

1.50 CIVIL RIGHTS-EQUAL OPPORTUNITY

No pupil in the district is excluded from or segregated within any school on account of his or her color, race, nationality, religion, sex, sexual orientation, gender, gender identity, ancestry, age, marital status, or physical or mental disability or status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Information regarding the school's equal opportunity policies can be secured by

calling or visiting the school principal.

Sex Equity

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

1.60 ANIMALS ON SCHOOL PROPERTY

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

1.70 SCHOOL VOLUNTEERS

Dupo CUSD 196 actively promotes parents/guardians/community members to become school or classroom volunteers. School or classroom volunteers are a necessary component of a successful learning environment. Some activities done by volunteers include copying papers for teachers, assisting children with basic skills, decorating bulletin boards, demonstrating life skills, and organizing art projects. If someone would like to volunteer in a classroom, please contact the social worker (volunteer coordinator). In accordance with state law, background checks are required for all volunteers.

A volunteer:

- Will never use tobacco products when they are at a school function.
- Will never use profanity or make suggestive remarks.
- Will dress according to the parameters for student dress as detailed in the student handbook.
- Will never use any alcoholic beverage or be under the influence of alcohol or drugs during their volunteer time.
- Will follow proper sign-in/sign-out procedures.
- Will refrain from making comments about students or staff in a public forum as a result of information obtained while volunteering.
- Will bring all concerns about students and staff to the social worker or school administration as soon as possible.

Failure to follow these guidelines can result in the loss of volunteer privileges.

1.80 INVITATIONS & GIFTS

Invitations to parties outside the school day can be passed out at school only to a student's entire homeroom.

1.85 TREATS, SNACKS, & CLASSROOM PARTIES

All treats/snacks that are to be offered to a class must be store bought and pre-packaged.

Classroom parties/celebrations are held celebrating fall, winter break, and Valentine's Day. Students may be excused from attending for religious/personal reasons. Room parents are assigned to be in charge of parties. For safety reasons, the number of parents allowed to attend/participate may be limited and other children are not allowed to attend.

1.90 EMERGENCY SCHOOL CLOSINGS

In the event of school cancellations due to poor weather, tune to KMOX 1120 AM radio or television channels 2, 4, & 5 for school closings. The school will use the School Messenger and/or Apptegy Systems to call cell phones and home phones on the call lists.

In the event that students should be dismissed early due to rapidly developing weather conditions or other emergencies, the school will use the School Messenger and/or Apptegy Systems to call cell phones and home phones on the call lists.

Additional notices will be sent out via email, website, social media, and local television when or if possible.

1.100 VIDEO & AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel only. Any student caught defacing, damaging or destroying video surveillance cameras will have to make restitution, and may be suspended, expelled, and/or recommended to an alternative school and/or may be charged with criminal damage to school property.

1.110 ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Dupo School District 196 will provide accommodations for parents or guardians with disabilities at parent/guardian conferences, school programs, or school board meetings. Parents or guardians who require accommodations, or who have questions about access, should contact the school at 618-286-3214.

1.120 STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

1.130 CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

A. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
B. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
C. Sign the Diabetes Care Plan.
D. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

1.170 STUDENT APPEARANCE & DRESS CODE

Students must dress in a manner that is school-appropriate. Clothing that creates a health problem, safety hazard, or is disruptive to the learning environment will not be permitted. This includes clothing that is excessively revealing, displays profanity, advertises alcoholic beverages and/or tobacco products, advertises the uses of illegal substances, or is overtly vulgar. Students dressed inappropriately will be required to change clothes. Students who refuse to change their unacceptable clothing may be disciplined, including suspension from school. **No blankets may be worn in class or in school at any time.**

Improper attire includes clothing showing excessive skin, shirts/pants made of see-through material which allow undergarments to be visible, the wearing of backless tops, tank tops, any clothing that exposes the midriff, halter tops, sports bras, tops with plunging necklines, miniskirts, mini skorts, undergarments worn outside their clothing, pajamas or any item of clothing that reveals undergarments. For safety reasons, students will not be allowed to wear bedroom slippers or saggy pants. If pants are sagging, students will be required to wear a belt.

Clothing with suggestive or inappropriate writing, writing of a suggestive or lewd nature, or which advertises or promotes substances which are illegal for minors, is not to be worn. For example, students may not wear clothing which advertises or displays the logos of alcohol or tobacco products. Clothing or jewelry which makes references to drugs, illegal substances, or sexual material may not be worn.

Students and parents should refer to the section on gang activity for information about clothing that is suggestive or indicative of membership in a gang. Students may not wear chains or other apparel or adornment that includes spikes. These items could, in certain school settings, present a hazard to the wearer or to those around him or her.

At Bluffview Elementary, no hats are to be worn inside the buildings unless part of a school activity. Religious headwear or items for religious observance are not prohibited.

The District is responsible for seeing that student attire or athletic uniform does not interfere with the health or safety of any student, that student attire or athletic uniform does not

contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Students may not wear coats or jackets (that are designed as outdoor apparel) in classrooms or at other times during the school day unless they have permission.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Physical education teachers will require students to remove loop or dangling earrings, and other facial or body piercings during physical education activities.

1.180 AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning signs of child sexual abuse include the following:

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness

- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors:

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults
- Warning Signs of Boundary Violations
- School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:
- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student

- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

1.185 FAITH'S LAW NOTIFICATION

Code of Professional Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated into this Code of Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in *grooming* as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Standards related to school employee-student conduct shall, at a minimum:

1. Comply with the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education;
2. Prohibited grooming behaviors and sexual misconduct include, but are not limited to (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by

an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:

a. A sexual or romantic invitation
b. Dating or soliciting a date
c. Engaging in sexualized or romantic dialog
d. Making sexually suggestive comments that are directed toward or with a student
e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
f. A sexual, indecent, romantic, or erotic contact with the student

3. Employees are expected to maintain professional relationships with students.
    a. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and inappropriate between an employee and student. This District has a "zero tolerance" for any conduct that crosses over that professional line.
    b. Employees are not permitted to transport District students in the employee's privately owned vehicle, unless the employee has obtained the prior permission of the Building Principal and/or Superintendent to do so.
    c. Employees are not permitted to take or possess a photo or video of a student on their private devices. Student pictures for school sponsored activities used in furtherance of the District's educational mission are permitted.
    d. Employees are not permitted to meet with a student or contact a student outside the employee's professional role. Employees are expected to avoid crossing a line that results in an actual or perceived inappropriate relationship.
4. District employees are mandated reporters and are required to comply with all reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
5. Employees, students, parents, and any third party can report prohibitedbehaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*, to a District Complaint Manager, Nondiscrimination Coordinator, Title IX Coordinator, or any other District administrator or staff member the person feels comfortable reporting to;
6. Employees are required to complete training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.

1.190 PREVENTION OF ANAPHYLAXIS

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide

accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the school principal.

1.200 SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE

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

1.300 DESIGNATED PRIORITIZATION OF URGENCY OF NEED FOR SERVICES (PUNS)

The following are the District employees trained on PUNS:

PUNS Coordinator:

Name: Kraig Roth

Address: 600 Louisa Ave., Dupo, IL 62239

Email: kroth@dupo196.org

Telephone: (618) 286-3812

1.400 EXPECTANT PARENTS, OR VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or other service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Article 26A Resource Persons:

Name: Keith Book
Address: 600 Louisa Ave., Dupo, IL 62239
Email: kbook@dupo196.org
Telephone: (618) 286-3812

Name: Kyle Baker
Address: 905 Bluffview Elementary Ln., Dupo, IL 62239
Email: kbook@dupo196.org
Telephone: (618) 286-3812

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

SECTION 2 - ATTENDANCE, PROMOTION, & GRADUATION

2.10 MANDATORY ATTENDANCE

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.

2.20 STUDENT ABSENCES

Reporting Absences

To be considered **Excused**, a parent or guardian must contact the school attendance office on or before the day of the absence via telephone, personal visit, or letter.

- **Bluffview:** (618-286-3311 ext. 3201, 24 hour answering service)
- **Requirement:** A written note outlining the reason for the absence is required upon the student's return.
- **Deadlines:** If the school is not notified by 10:00 a.m., officials will call the home to inquire about the student's whereabouts.

Valid Causes for Excused Absence

Per the Illinois School Code (105 ILCS 5/26-2a), "valid cause" includes:

- **Illness:** Includes up to 5 days per year for mental/behavioral health without a medical note. After the second mental health day, students may be referred to support personnel.
- **Medical/Legal:** Verified medical or therapeutic appointments or court appearances.
- **Family:** Death in the immediate family or a family emergency.
- **Religious:** Observance of a religious holiday or religious instruction.
- **Military:** Up to 5 days for circumstances related to a parent/guardian's active-duty deployment. Students in grades 6-12 may be excused to sound TAPS at a military honors funeral.
- **Civic Event:** Students in grades 6-12 are permitted one day-long excused absence per year to attend a civic event (sponsored by a non-profit or government entity). Proof of attendance is required.

Absences for other situations beyond the control of the student or which cause reasonable concern to the parent for the student's mental, emotional, or physical health or safety of the student may be considered valid cause and excused. Such absences require administrative approval to be excused and documentation may be required.

For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.

Note: All other absences are considered **Unexcused**.

The 10-Day "Verified Absence" Rule

The District maintains a specific threshold for documenting chronic health issues. **We mark absences as "Verified" only after a student reaches their 10th total absence, regardless of whether the first nine days were excused or unexcused.** The State of Illinois does not recognize the attendance code, "Verified". Thus, effective SY 2026-27 the verified attendance code is no longer valid. However, we will use the verification code internally after a student has been absent for 10 days to determine whether the student should be reported to the regional office of education for truancy concerns under the law.

- **Physician Requirement:** Once a student has been absent for **three consecutive days** or has accumulated **nine total days** of absences without a physician's verification, a medical statement **must** be provided for every absence thereafter (except students are allowed up to 5 absences for mental or behavioral health without a physician's note).
- **Consequence:** Without a physician's statement after this threshold, the absence will be marked unexcused. These "Verified" records are essential, as a judge may consider verified medical/legal absences during truancy proceedings.

Bluffview Student Arrival and Departure Times

Students should not be on school grounds before 7:15am. Students should start reporting to

class at 7:45am. The school day begins at 8:00am and ends at 2:30pm. for students in grades K-6. Students who arrive after 8:00am are considered late to school (tardy).

Bluffview End Of Day Procedure

For your child's safety, an end of day procedure at Bluffview Elementary School will be enforced. Whether a child is picked up by a parent, walks home, or rides the bus, any change in a student's end of day procedure must be done in writing (or if it is an emergency, by phone no later than 1:00). If a parent/guardian arrives between 2:00 - 2:30pm without prior written or phone notification, the student will follow their usual end of day procedure, unless it is an extreme emergency. The administration has the right to deny any parent the courtesy of making changes to the end of day procedure by telephone or in writing.

Pre-Kindergarten/Kindergarten – Pre-K and Kindergarten students who are picked up with an older sibling (not cousins, going to the same babysitter, etc) can be picked up at 2:30. This should remain consistent throughout the school year. Pick-up procedures are strictly enforced. Bus riders – see bus riders.

Bluffview Tardy & Departure Policies

- **Tardiness:** A student is considered absent/tardy when they are not in the building by 8:00 am.
    - All students who are late to school must receive an admit slip from the office before they can go to class.
- **Sign-In/Out:** Students arriving or departing outside of school hours must Sign-In/Out.
    - SIGN-IN: When a student arrives late to school, bring your child into the office and sign them in to school. The student will receive a pass and be allowed to return to class.
    - SIGN-OUT: Identification can be required for any person wishing to sign-out a child during the school day. Such persons must have permission to pick-up the child on the enrollment list.
    - "Emergency Only" contacts cannot sign-out students without express parent/guardian permission.
    - A biological parent has the right to pick up a child even if they are not on the enrollment list. The school must have a current court order to prevent this action.

Truancy and Support Services

- **Truant:** Missing 1%–5% of the prior 180 school days without valid cause.
- **Chronic Truant:** Missing 5% or more of the prior 180 school days without valid cause.
- **Intervention:** Chronically absent students will be offered support services, including student/family counseling and parent conferences.
- **Legal Action:** Continued truancy will result in a referral to the Truancy Officer, reporting under the Juvenile Court Act, and referral to the State's Attorney.
- **Disenrollment/Expulsion:** A student missing **15 consecutive days** without valid cause, and the school district has made at least 3 documented attempts to notify the parent or guardian regarding a student who cannot be located or compelled to return, may be subject to disenrollment or expulsion for a period not to exceed two (2) years under Section 26-12 of the School Code.

- **Students with Disabilities:** If a student with a disability has been absent without valid cause for fifteen (15) consecutive days, the District will convene an IEP/504 meeting to ascertain the reason for the absences, whether the nonattendance is related to the student's disability, and if appropriate, a plan to stop the recurring nonattendance of the student.
- Absences that are not due to illness must be pre-arranged with the principal, if possible, and may or may not be excused.

Curfew Ordinance

Dupo CUSD 196 students and their parents or guardians are covered by the provisions of the St. Clair County Truancy and Curfew Ordinance.

- It is unlawful for any minor who is subject to compulsory education by statute or court order to be present in any public place or on the premises of any establishment within St. Clair County during truancy curfew hours.
- It is unlawful for any parent, custodian, or guardian of a minor to knowingly permit, or by insufficient control to allow the minor to be present in any public place or on the premises of any establishment within St. Clair County during truancy curfew hours. Substantial penalties are involved for students and parents. Students must attend every class every day.

Changing Status of Absence

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

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

Pre-Arranged Absences

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

2.30 RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE & SPECIAL CIRCUMSTANCES

1. **Release Time for Religious Instruction/Observance**

   A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

   Students with excused absences or excused for religious reasons will be given an

opportunity to make up any examination, study, or work requirement within a reasonable time (usually one day for each day of absence).

2. **Special Circumstances**
   By law, and according to District policy, family vacation days coinciding with student attendance days on the District calendar are considered "unexcused" absences. Any such absence requires approval from the building principal. However, the principal may, at their discretion, deem family vacation days resulting from unique and unavoidable opportunities as excused absences. These excused absences, along with all other student absences, must not surpass a total of ten attendance days for the entire school year.
   a. For example, if a student has been absent from school for 6 days and the family wins a 5-day trip to Disney World that must take place during school attendance days, the family may ask the building principal for special permission. At the discretion of the principal, 4 of the days may be excused, while the 5th day must remain unexcused, regardless of the discretion of principal.

2.40 MAKE-UP WORK

Students absent for a valid cause may make up missed homework and classwork assignments. Work must be completed before full credit is given for the time missed. One school day will be allowed to complete makeup work for each day of absence. Administrators have discretion for extenuating circumstances.

If a parent wishes homework to be gathered for an absent student, the request must be called in by 9:00 a.m. The homework can be sent home with another student or picked up in the office between 2:45-4:00 pm. Homework will only be collected when a student is absent for 2 or more days or the absence is pre-arranged.

2.50 TRUANCY

A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for more than 1% but less than 5% of the past 180 school days. A student is counted as truant if there is an absence during any part of the school day without permission from a parent/guardian and the attendance office is not notified. Students considered truant are subject to school discipline.

A student who misses fifteen (15) consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to disenrollment or expulsion for a period not to exceed two (2) years.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to $500.00.

Chronic Absenteeism & Chronic Truancy

The Illinois School Code defines chronic absenteeism as absences that total 10% (18 days) or more of school days of the most recent academic school year, including absences with and without valid cause. The school will provide three (3) written notifications (to include school and community resources available) before legal action may be taken. Special circumstances such as hospitalization, chronic illness etc. will be considered in this process.

Chronic truancy is defined as a child who is absent without valid cause (excused) for five percent (5%) or more of the previous 180 regular attendance days. Students who are chronic

truants will be offered support services and resources aimed at correcting the truancy issue.

IN ADDITION, STUDENTS WHO ARE DEFINED AS A CHRONIC TRUANT (student missing 5% of the school year without valid excuse) WILL NOT BE PERMITTED TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES.

2.60 GRADING & PROMOTION

District Grading Scale

Dupo CUSD 196 Traditional Grading Scale		
Letter Grade	**Range**	**Grade Point (unweighted)**
A	**90-100**	**4.00**
B	**80-89**	**3.00**
C	**70-79**	**2.00**
D	**60-69**	**1.00**
F	**59 and below**	**0.00**
I	**"Incomplete" work must be completed per policy.**	

Grade "A" is the honor grade and represents work of definitely superior quality. This grade is reserved for the few outstanding students. Qualifications for an "A" grade include:

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

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

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

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

Grade "D" is below average but is still a passing grade.

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

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

Bluffview Honor Roll

An honor roll will be compiled for 3rd – 6th grade each quarter. An honor roll student cannot receive any grade below a C. The honor roll will be determined as follows:
High Honors – 3.5 to 4.0 grade average
Honors –3.0 to 3.49 grade average

Bluffview Report Cards And Progress Reports

Report cards are sent home after each quarter (4 times per school year). The purpose of the report card is to inform parents of their child's progress in school. Parents should sign the report card and return it promptly to the classroom teacher. The parent's signature indicates the parent has seen the report card. Parents are always encouraged to have conferences with their child's teacher to discuss progress, conduct, etc. We only ask that you call for an appointment to ensure the availability of the teacher.

Progress reports are sent home with all children at the midpoint of the quarter. Parents or guardians should sign the bottom portion and return it to their child's teacher. This is an excellent time to contact your child's teacher and discuss areas of improvement. Progress can and should be monitored weekly through the TeacherEase online parent portal for 2nd - 6th grade. K-1 parents can contact the classroom teacher for updates on student progress as needed.

Bluffview Promotion Policies

Any student not meeting the criteria for promotion will be: 1) offered summer school or a remediation program, if available; or 2) retained in the current grade level. This decision will be made by the teaching staff and administration. A student shall not be promoted based upon age or any other social reason not related to academic performance.

Kindergarten – 2nd Grade:
Children shall be promoted to the next grade based upon **performance tests and mastery of essential skills, not report card grades alone.** Attendance, and special education will be considered on retention issues.

3rd – 6th Grade:
Students in grades 3-6 must earn credits in the core subjects of Math, English Language Arts, Literature, Science, and Social Studies to be promoted to the next grade level. A .5 credit is earned for each semester that the student obtains a "D" average or higher. Students must attain these levels- Grade 3 : 2 of 3 possible credits in core subjects; Grades 4, 5, and 6: 3 of 4 possible credits in core subjects. Attendance, test scores, and special education will also be considered on retention issues.

Bluffview Promotion Ceremony

Bluffview Elementary School holds ceremonies for all kindergarten students and those sixth grade students that have met promotion criteria. A student must be in attendance on the day of the promotion ceremony or have permission from the principal.

2.70 HOMEWORK

Homework is a way for students to practice what they have learned. The time requirements and the frequency of homework will vary depending on a student's teacher, Individualized Education Program, and grade level. It is important that these assignments are finished and turned in on time. If a student fails to complete the assignment, or consistently turns in assignments late, then their grades will be lowered accordingly. It is the parent's responsibility to provide a place for the student to do the work and to make sure the student completes the homework on time.

Students who are absent from school for a valid cause may make up missed homework according to the school and class attendance policy. Homework will only be sent home to accommodate an absence when a student is absent for 2 days or the absence is pre-arranged.

2.80 PHYSICAL EDUCATION EXEMPTION

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Students with an Individualized Education Program may also be excused from physical education courses for reasons documented in writing by the student's doctor and approved by the case manager. A student who is eligible for special education may be excused from physical education courses in either of the following situations: 1) He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or 2) He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee. A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

2.100 HOME & HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Failure to attend scheduled homebound instructional sessions without valid excuse shall be considered an unexcused absence.

Truancy procedures will be followed for failure to attend instructional sessions without valid excuse. Repeated unexcused absences may result in the student being dropped from homebound, failure to pass classes, and/or an extension of the student completing graduation requirements.

For information on home or hospital instruction, contact your school principal.

2.130 COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, & PROGRAMS

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form.

SECTION 3 - STUDENT FEES & MEAL COSTS

3.10 FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES

Illinois state statutes and school board policies require Dupo CUSD 196 to collect fees for textbooks, instructional materials, and participation in school curricular and extracurricular activities Fees are set by the Board of Education and should be paid in the school office during registration. The Board of Education of Dupo Community Unit School District 196 has set the following fees for the 2024-25 school year:

Bluffview Elementary Fees	Cost	Notes
K-3 Registration	$70	Workbooks, Paper, General Supplies, & Digital Subscriptions
4-6 Registration	$85	
Sports: (per sport)	$25	Max of $100 per family, per year, for sports

General Fees	Cost	Notes
Breakfast	$2.05	Students who use interlibrary loan privileges may be subject to fines and fees from other library systems. Lost items will be charged to the student account.
K-6 Lunch	$2.80	

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 parents or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees and homeless students may receive a fee waiver. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee.

A student shall be 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).
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
4. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a)

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

1. Illness in the family;
2. Unusual expenses such as fire, flood, storm damage, etc.;
3. Unemployment;
4. Emergency situations; and
5. When one or more of the parents/guardians are involved in a work stoppage.

The student's parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of student's fee. A separate application form shall be submitted for each fee assessed to each student. The Fee Waiver Policy does not apply to Summer School. Questions regarding the fee waiver application process should be addressed to the building principal.

Fines for loss to school property are waived for students who meet certain eligibility guidelines.

Payment Options

- Cash payments are accepted in the office.
- Check payments are accepted in the office. If a check is returned to the district, due to insufficient funds, the school will not accept any checks for that student for the remainder of the school year. Only cash will be accepted until the start of the following school year.
- Credit Card/Debit Card payments are only accepted online in the TeacherEase Parent Portal. Applicable processing fees will apply. Credit Card payments are no longer accepted in the office.

To maintain the quality of our educational programs, Dupo School District will make every effort to secure payment of student fees from each parent/guardian who is able to pay.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack, and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District, and does not qualify for free meal benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

3.20 SCHOOL LUNCH PROGRAM

CAFETERIA MEALS

Freshly prepared meals are served on a daily basis. The meals are Type "A" as prescribed by the Department of Agriculture. Menus are sent home monthly with the students. Please call the office for the cost of cafeteria meals or dietary concerns. Reduced prices are set by the Federal Lunch Program. The office has applications for students for free or reduced lunches and breakfasts whose family meets government income guidelines.

Students are required to pay in advance for lunches. Students will not pay as they go through the line. Parents can now pay for as many days in advance as they wish or in any amount. Money will be placed in student accounts. Parents may pay online with credit cards through TeacherEase. Cash or checks (checks are preferred) must be brought to school in a sealed envelope with the following information written on the outside:

- Name of student
- Name of teacher
- Date
- Amount

Money that is not brought to school in an envelope may not be collected or counted.

BREAKFAST: Breakfast will be served from 7:15-7:50. The cost of the breakfast will be deducted from the student's account. Students are expected to be in class by 8:00. Unless it is the result of a bus, no student may enter the cafeteria after 7:45. Students must go directly to the cafeteria as they arrive at school if they wish to eat breakfast.

LUNCHES FROM HOME: Students may bring their lunch if they wish. Milk is to be paid for daily.

CHARGED MEALS: A student may not charge more than $10.00 in their lunch account. Lunch/breakfast money not used at the end of the year will automatically be carried to the next school year, unless a student graduates high school or withdraws. For these students, the account will be balanced upon withdrawal. If a parent wishes to receive a refund and not carry over the positive balance, a written request must be made to the building principal at the end of the school year. Likewise, any negative balance will be carried over and accumulated with other fees owed.

SECTION 4 - TRANSPORTATION & PARKING

4.10 BUS TRANSPORTATION

Bus transportation will be provided to primary student residences more than 1.5 miles from Bluffview Elementary School and for those students who live on the designated hazardous routes. Bus riders may ride the bus to a non-primary residential location if the stop is more than 1.5 miles from school, the bus has room, and the location is a pre-designated stop or on a bus route for students whose primary residence is in a rural area.

Bus stops are designated by the bus company and approved by the school board for most stops. Rural area bus stops (as designated by the Bus Company and school board) are arranged on an annual basis.

Pre-K students' bus routes during the middle of the day will be arranged annually based upon student enrollment. All routes will follow the basic guidelines as mentioned above.

4.15 BUS CONDUCT

Riding the bus is a privilege, not a right. For safe transportation to and from school, appropriate behavior is necessary. Students are expected to follow these guidelines:

1. Be on time at the designated school bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before boarding.
4. Be careful while approaching the place where the bus stops.
5. Do not move toward the bus at the loading zone until the bus has come to a stop.
6. Assist in keeping the bus safe and sanitary at all times.
7. Treat the equipment as you would your furniture at home.
8. Bus vandalism will not be tolerated and will be turned over to the proper authorities.
9. Check each day so you do not leave personal belongings.
10. Keep items out of the aisle.
11. Help look after the safety and comfort of smaller children.

12. Be courteous to students and drivers.
13. Be absolutely quiet when approaching a railroad crossing.
14. After leaving the bus, help look after the safety and comfort of smaller children
15. Be alert to a danger signal from the driver.
16. Do not ask to stop at places other than the regular bus stop. Drivers cannot do this without permission from school officials.
17. Remember to control loud talking and laughter on the bus.

Inappropriate behavior will be addressed through the Bus Misconduct Notices issued by the bus driver. Duplicate copies will be sent to the building principal for disciplinary consequences.
Grounds for Bus Misconduct Notices include, but are not limited to:

1. Prohibited student conduct as defined in this handbook.
2. Willful injury or threat of injury to a bus driver or another rider.
3. Willful and/or repeated defacement of the bus.
4. Use of profanity.
5. Disobedience of the bus driver's directives.
6. Failure to keep hands and head inside the bus at all times.
7. Excessive loud talking and laughing.
8. Any destruction to the bus.
9. Throwing anything out of the window.
10. Leaving the seat while the bus is in motion.
11. In case of a road emergency, failure to follow instructions given by the driver.
12. Such other behavior the administration deems to threaten the safe operation of the bus and/or its occupants.

Students are subject to a suspension or expulsion from the bus for serious or repeated misconduct. The length of the bus suspension will be determined at the building level by the principal/assistant principal on a case-by-case basis. 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 obedience 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. The administration also has the right to impose consequences besides bus suspension or expulsion as listed in the Discipline Procedures. 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.

A parent may request a suspension review meeting to review the appropriateness of the bus suspension. The suspension review meeting will be conducted by the Board or a hearing officer appointed by the Board. If a hearing officer is appointed, he shall prepare a written summary of the evidence presented and present it to the Board. The Board shall review the hearing officer's report and take such action as it finds appropriate. This request would need to be in written form and sent to the District office.

A student who is suspended from riding the school bus and who does not have alternate transportation to school, shall be allowed the opportunity to make up all missed work for equivalent academic credit. (The suspended student will have 1 day for each day of bus

suspension to complete the makeup work). It is the responsibility of the student's parent/legal guardian to notify the District that the student does not have alternative transportation to school.

Pre-Kindergarten/Kindergarten – Afternoon pre-kindergarten and kindergarten students will ride the bus at 2:30pm with other students. The parent should clearly develop a system with the bus driver, teacher, and student on the end of day procedures. The administration strongly encourages 2 "bus buddies" that will escort the student to their final location.

Notice Of Change In Bus Transportation

Students will not be allowed to change their end of day transportation by either changing buses or riding the bus. Parents should make arrangements out of school when there is a change of transportation unless the change is permanent in nature. The administration has the right to deny bus transportation changes or restrict bus usage.

Parents Not Home On Bus Route/Stop (PK-2 Only)

For the safety and well-being of pre-kindergarten - 2nd grade students, parents or other family members must be visible or the student must be under the supervision of another child when the school bus delivers to the child's home. If not, the child will be brought back to school. The school will attempt to notify the parent to have the child picked up. If the child is not picked up by 3:00 p.m., the child will be turned over to the local police and taken to the police station. The police will attempt to notify parents. Repeated incidents may result in suspension of bus riding privileges and/or notification to the Department of Children and Family Services. These procedures also apply to students who have lost their bus riding privileges and are not picked up by 3:00 p.m., or for students who have been assigned after-school detention and are not picked up by 3:30 p.m.

Video & Audio Monitoring Systems On Buses

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel only. Any student caught defacing, damaging, or destroying video surveillance cameras will have to make restitution, and may be suspended, expelled, and/or recommended to an Alternative School, and/or may be charged with criminal damage to school property.

SECTION 5 - HEALTH & SAFETY

5.10 IMMUNIZATION, HEALTH, EYE & DENTAL EXAMINATION

Students entering Preschool, Kindergarten, Grade 6, and Grade 9 must have a health examination performed and signed by a physician, physician assistant, or advanced practice nurse. Physicals must be submitted on the IDPH Certificate of Child Health Examination Form. This exam is due on the first day students attend school. Students transferring to the district from another district, in or out of state, have until October 15th to comply with this requirement, or three weeks from the date of enrollment if enrolling after October 15th.

Transfer students will be considered in compliance until the school receives the student's health record. If the health examination requirement is not met or is not received, proof of a health examination must be provided within three weeks. Out of state transfer students with an up-to-date physical not on the IDPH Certificate of Child Health Examination Form, but containing comparable information, will be considered in compliance.

IMMUNIZATIONS – All students are required to present appropriate proof that the student received a health examination and required immunizations against preventable communicable diseases (including proof of one Tdap grade 6 thru 12) within one year prior to: 1) Entering Kindergarten, Pre-Kindergarten, or the first grade if not attending Kindergarten; 2) Entering the sixth and ninth grades; and 3) Enrolling in an Illinois school for the first time, regardless of the student's grade. This information is due the first day of school. Proof of immunization against Meningococcal disease is required for students entering grades 6 and 12. Students must present an up-to-date immunization record that meets all Illinois requirements or an immunization schedule from the physician.

Transfer students from other school districts will be considered in compliance until the school receives the student's immunization record. If all immunization requirements are not met or immunization information is not received, proof of immunity must be provided within three weeks.

Persons who object to immunizations due to religious beliefs shall present to the principal a signed and completed Certificate of Religious Exemption. The request is subject to approval by the administration.

Students who are medically unable to receive immunizations must submit a letter from their physician, advanced registered practice nurse, or physician assistant, certifying that the specific immunization is medically inadvisable.

Students not in compliance with the above health requirements will be excluded from school attendance until requirements are met, and will not be permitted to make up work for academic credit for their absences. The District will also report the student as truant. If a student submits a valid waiver to be exempt from immunization and is subsequently excluded from school due to a disease outbreak or due to his/her exposure to any of the diseases for which immunization is required, the excluded student will have the opportunity to make up all missed academic work for full credit.

DENTAL EXAMS – Students in Kindergarten, Second Grade, and Sixth Grade must present proof by May 15th of the current school year of having been examined by a licensed dentist within the last 18 months. Students must present proof of the exam or verify that an exam is scheduled within 60 days of the May 15th deadline. Waivers to the requirement are available for financial hardship. Please contact the school nurse for details. Following state law, students who have not met this requirement will not be given a report card.

VISION EXAMS – Students entering kindergarten, or enrolling for the first time, will be required to have a comprehensive eye exam by a physician licensed to practice medicine in all of its branches or a licensed optometrist within one year prior to entry of kindergarten or first enrollment. The proof of the examination must be provided to the school office by

October 15 of the current school year. Waivers to the requirement are available for financial hardship. Please contact the school nurse for details. Following state law, students who have not met this requirement will not be given a report card.

Parent(s)/guardian(s) may access informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the Illinois Department of Public Health on the District website or at the District office.

Vision And Hearing Screening

Vision and hearing screening tests will be given to students in accordance with the rules and regulations of the Department of Public Health. The vision screening done at school is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form, indicating that an examination has been administered within the previous year. If a vision examination report is not received for your child, he/she will be screened if mandated.

Vision screening is mandated for the following children:

- Pre-school
- Kindergarten
- 2nd grade
- 8th grade
- Special education students
- Transfer students
- Teacher referrals

Hearing screening is mandated for the following children:

- Pre-school
- Kindergarten
- 1st, 2nd, 3rd grade
- Special education students
- Transfer students
- Teacher referrals

5.20 STUDENT MEDICATION

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

1. A written order from a physician, physician's assistant, advanced practice nurse, or dentist for prescription and non-prescription medicines, including the name of the student, name of the medication, dosage, time and frequency of administration, diagnosis requiring medicine, possible side effects, and an emergency number at which the physician can be reached. This order must be reviewed annually.

2. A signed parental request for the school to administer the prescribed medication or for their child to self-administer asthma medication and/or epi-pens must be completed.

Medications must be brought to school by an adult in a container appropriately labeled by the physician or pharmacy. Prescription medicines must display the student's name, name of the medicine, dosage, directions for administration, date and time to be taken, licensed prescriber's name, pharmacy name, address, phone number, and prescription number. Over the counter medications must be brought in with the manufacturer's original label, with the ingredients listed, and the child's name affixed to the container.

The parent or guardian is responsible for removing any unused medication from the school, at the end of the school year. If the parent or guardian does not pick up unused medicine, the nurse will dispose of the unused quantity.

IT IS THE PARENT'S/GUARDIAN'S RESPONSIBILITY TO ENSURE THE PHYSICIAN'S ORDER AND SIGNED PARENTAL REQUEST IS PROVIDED TO THE SCHOOL OFFICE AND PROPERLY LABELED MEDICATION IS BROUGHT TO SCHOOL BY AN ADULT.

NO MEDICATION CAN BE ADMINISTERED WITHOUT MEETING ALL REQUIREMENTS.

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.

A student may possess and self-administer an epinephrine injector (EpiPen®) and/or an asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

Neither the district or its employees or agents are to incur liability, except willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan.

School employees are not prohibited from providing emergency assistance to students, including administration of medicine.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

MEDICAL CANNABIS - A student who has been prescribed medical marijuana must provide the District with a doctor's prescription for medical marijuana. The school nurse will assist with coordination and monitoring the student's use of medical marijuana.

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:
A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District;
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and
4. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
5. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
6. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The District retains the right to use its discretion to regulate the administration of the product, which may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

5.30 GUIDANCE & COUNSELING

Bluffview Elementary School has a full-time social worker to provide services for students or parents. For parents wishing their student to receive counseling or social services at school or from other agencies, call the school social worker at 618-286-3311.

5.40 SAFETY DRILLS

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian, or appropriate school personnel, may elect to exclude a student from participating in this drill. All other drills will not be preceded by a warning to students.

5.50 COMMUNICABLE DISEASES

At times, it is necessary to exclude students from school for certain conditions that may be contagious to the other students.

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The decision to allow attendance will be made by the school nurse.
3. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings a letter to the school, from the student's doctor, stating that the student is no longer contagious or at risk of spreading the communicable disease, unless other applicable exclusion requirements apply.
5. A Susceptibility List will be kept in each building indicating the students who are at risk due to lack of immunizations, medical exemptions, or religious exemptions. Parents of susceptible students will be notified in the event of a communicable disease outbreak.

The following are guidelines the school uses:

PINKEYE (Conjunctivitis) – May be viral or bacterial. Both are very contagious. Often, antibiotic eye drops are required. Students will be sent home if symptoms are present and not be allowed until the eye is treated and/or clear.

HEAD LICE - Diagnosis of head lice is generally made when lice eggs (nits) are evident. The nits are "glued" to the hair shaft and cannot be washed or brushed out like dandruff. District #196 has a "No Nit" policy, which means a student cannot attend school until ALL nits are removed.

RASHES - Anytime a skin disorder or rash is present and resembles an infection that could possibly be contagious, the student will be excluded from attending school and be required to have a written note from the doctor or health care provider stating the student may attend school. This note is necessary before the child is allowed to re-enter school.

CHICKENPOX – The student must remain out of school until lesions are dried and no new ones are forming (at least 5 days).

FEVER – The school requests students who have had a fever to not return to school until the fever has subsided for at least 24 hours. This will ensure your child is ready to return to school and reduce the chance of spreading the infection to other students.

5.60 HEAD LICE

The school will observe the following procedures regarding head lice.

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

SECTION 6 - DISCIPLINE & CONDUCT

6.10 GENERAL BUILDING CONDUCT

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

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

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; or
5. During periods of remote learning.

Closed Campus Policy

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

Students may not congregate in areas across the street from the school campus. If a student

is within sight of the school, he or she must come directly to school or go directly home.

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

6.30 STUDENT BEHAVIOR

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following list and all prohibited conduct as listed in Board Policy 7:190. The administration reserves the right to determine appropriate disciplinary actions for offenses which are not contained in the below list and policy 7:190. Similarly, the administration reserves the right, on a case-by-case basis, to deviate from the specified disciplinary actions when such deviations are determined to be necessary for the proper and safe operation of our school. Any infraction, depending upon the surrounding circumstances, may warrant discipline up to and including expulsion.

In addition to the misconduct listed in Board Policy 7:190, the following misconduct may subject students to discipline:

ACTS OF MISCONDUCT

1. Classroom disruptions (talking, “clowning”…)
2. Chewing gum or eating food outside the cafeteria
3. Dishonesty/Cheating
4. Dress Code Violation (including not having proper clothing for PE)
5. Homework (unprepared or late)
6. Horseplay (depending upon severity, may be Classroom Managed)
7. Littering
8. Loitering
9. Tardiness
10. Name Calling / Verbal Abuse
11. Unacceptable public displays of affection (hugging, kissing, holding hands, arms around shoulders…)
12. Safety infraction (running in hallway, throwing objects.…)
13. Tardiness

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14. Abusive Language / Verbal abuse (name calling, etc.)
15. Bullying
16. Cell Phone - Using or possessing electronic signaling, electronic paging, or cellular radio-telecommunication devices unless authorized and approved by the building principal.
17. Computer/Network/Electronics Violation
18. Disrespect
19. Extortion

20. Failure to Serve Detention
21. Food Fights
22. Forgery of notes or excuses
23. Gambling
24. Inappropriate Location / Out of Bounds
25. Involved in Fraternity / Sorority / Secret Society
26. Inciting others
27. Insubordination
28. Physical Aggression – kicking, pushing, hitting
29. Profanity/Obscenity
30. Stealing or theft
31. Truancy / Skipping
32. Vandalism
33. Repetition of Classroom Managed acts of misconduct
34. Severe Classroom Managed misconduct

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35. Alcohol
36. Arson
37. Classroom Disruption - Major/Extreme repeated acts of misconduct
38. Closed Campus Violation
39. Dangerous Weapons - Possession or use of knife or firearm, - PARENTS: PLEASE REVIEW THIS WITH YOUR CHILD TO MAKE CERTAIN THESE ITEMS, INCLUDING LOOK-ALIKE WEAPONS SUCH AS BB GUNS, SQUIRT GUNS, AND AIRSOFT GUNS ARE NEVER BROUGHT TO SCHOOL, PURPOSELY OR BY ACCIDENT.
40. Drug Offenses - Use, possession, sale, or being under the influence of drugs, aerosols, glues, or drug paraphernalia including “look alike” items on school grounds or at a school sponsored event.
41. False Alarms / Reports
42. Fireworks / Explosives
43. Gang Activity
44. Sexting
45. Sexual Harassment
46. Threats of causing Harm to another student, school employee, or anyone lawfully on school property.
47. Tobacco / Vape - Use of possession of tobacco in school, and/or on school property, or at a school sponsored function, including cigarettes, e-cigarettes, vapes (JUUL), lighters and matches.
48. Trespassing
49. Violence - with or without physical injury (Fighting, etc.)
50. Repetition of Classroom Managed Misconduct
51. Repetition of Minor Misconduct
52. Any severe case of Minor Misconduct

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:

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- 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.)
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- 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.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- 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.

Definitions Of Infractions

1. **Abusive Language** - Name calling, derogatory statements, racial slurs, inappropriate gestures, or harmful language directed at another person.
2. **Alcohol** (or any substance the student believes to be alcohol) - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol. This would include being intoxicated at school, school-sponsored events, and on school-sponsored transportation, or substances represented as alcohol.
3. **Arson** - The willful and malicious burning or an attempt to burn any part of any property of the school district.
4. **Bullying** see handbook section labeled - "Bullying"
5. **Classroom Disruptions** - The act of disrupting the educational process through actions, dress, or anything that distracts from the primary purpose of school.
6. **Closed Campus Violation** - Leaving the school premises without authorization while school is in session. Once a student has arrived on school grounds, the student must seek authorization before leaving.

7. **Dangerous Weapons** - Possession or threatening to use weapons – The act of possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily injury.
8. **Dishonesty/Cheating** – The act of falsely reporting incidents, or making false accusations, or giving false testimony to school personnel that would affect the welfare of others. Any academic violation of doing one's own work (cheating).
9. **Disrespect** – Rude or inappropriate actions or reactions.
10. **Dress Code Violation/Improper Attire** – Proper dress is expected at all times. General guidelines would be: No tops that expose the mid sections and /or large sections of the back or shoulders; no excessively short shirts or shorts; no pants or shorts that "sag" below the hip (possibly showing undergarments); no clothes with obscene or derogatory content in print, nor those which represent alcohol, drugs, violence, sex, sexual inferences, or any attire that interferes with the educational purpose of the school. No hats are to be worn inside the buildings unless part of a school activity.
11. **Drug Offenses** – The use, possession, sale, distribution, purchase, or solicitation of drugs as identified in 21 U.S.C. §812 (c) and any illegal drug or controlled substance, or cannabis (unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*), Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription, Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription, Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions, and any inhalant; Being under the influence of any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*) while on school property or at any school sponsored activity. Use, possession, sale, distribution, purchase, or solicitation of any stimulating, depressing, or behavior altering substance without a medical prescription including, but not limited to, any form of hallucinogenic drug, drug "look alikes" or counterfeit drugs, or any associated paraphernalia. Aerosols or toxic glue is any substance used, usually by sniffing, to create a mind altering state.
12. **Electronic Violation** – Classroom Managed, Minor or Major– see handbook section labeled – "Cell Phones- Electronics"
13. **Extortion** – The act of extortion or borrowing money or things of value from a person in the school with the presence of either an implied or expressed threat.
14. **Failure to Serve Detention** - Student fails to attend or does not successfully complete detention.
15. **False Alarms and False Reports** – The act of initiating a fire alarm or falsely reporting an incident with the purpose of initiating a panic situation. This includes the dialing of 911 when an emergency does not exist.
16. **Fighting/Physical Attack** – The act of physically assaulting any person on school property or going to or from school including activities under school sponsorship where the action is premeditated. (dance, athletic event, etc.) This includes violence with or without physical injury.

17. **Fireworks or Explosives** – The act of possession, using or threatening to use fireworks, explosives, or other such instruments capable of inflicting bodily harm.
18. **Food Fights** - throwing food or taking/touching another student's food.
19. **Forgery** – The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
20. **Gambling** - Participation in games of chance or skill for money or profit.
21. **Gang Activity** - Unlawful participation in gangs or related activity.
22. **Gum/Food** - Chewing gum or eating food outside the cafeteria.
23. **Homework/Classwork Noncompliance** - Unprepared for class; failure to do work.
24. **Horseplay** - Rough, boisterous play
25. **Improper Use of Computer Equipment/Internet/Electronics** - Violation of Authorization for Network Access, Acceptable Use Policy, Computer Lab rules, or irresponsible actions that lead to damage.
26. **Inappropriate Location/Out of Bounds** - the student leaves an assigned area without permission.
27. **Inciting Others** to Violence or Disobedience – By words, acts, or deeds giving encouragement to another to disrupt the normal educational process of the school.
28. **Insubordination** – The willful failure to carry out a responsible request of school personnel.
29. **Internet Usage** – See handbook section labeled - "Internet/Computer Usage"
30. **Involved in Fraternity/Sorority/Secret Society** - self-explanatory
31. **Littering** - The act of willfully littering on school property, public and /or private property in route to and from school.
32. **Loitering** – The act of being in or about any school building or in specifically restricted areas of a school building at unauthorized times or without specific authorization of the school's personnel on any school property.
33. **Obscenity/Profanity** – The act of using obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on any school property.
34. **Physical Aggression** – When a student intentionally hits, kicks, and/or pushes another student
35. **Public Display of Affection** – The act of hugging, kissing, holding hands, and/or arms around shoulders are examples of, but are not an exhaustive list of, public displays of affection.
36. **Safety Infraction** - Running in hall, throwing objects, etc.
37. **Sexting** - Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images.
38. **Sexual Harassment** – See handbook section labeled "Sexual Harassment".
39. **Skipping Class** - skipping class, assemblies, or other school-assigned activities.
40. **Tobacco / Vape Products** – The act of using or possessing tobacco products to and from school, on school property, or on the school bus. This includes E-Cigarettes (JUULs) or any other chemicals used to stimulate, or "look alike drugs" are not allowed to be possessed, sold, or used on or near the Bluffview School or Campus.
41. **Theft** – The act of taking or acquiring the property of others without their consent.
42. **Trespassing** - on school property or improperly using school-owned or operated equipment or communications technology. Entering without permission an area of the school building or school-controlled property which is restricted in use at any time. For example, entering the Little Woods or fenced ball fields or athletic facilities

without teacher permission is considered trespassing on school property. A further example would be the use of school intercom equipment without permission.

43. **Truancy** – The act of unauthorized absence from school or classes for any period of time.
44. **Tardiness** – The act of lateness to class for a period of time.
45. **Threats** – The act of verbally, or by gesture, threatening the well being, health, or safety of any person on school property or in route to or from school.
46. **Vandalism** – The act of willful destruction of property belonging to others. This shall also include tampering with or causing the discharge of the sprinkler system or other apparatus installed in a school building for the prevention of fire for the safety of the school population or school property. See Section labeled "Vandalism".

Definitions And Types Of Consequences

1. **Student Conference** – School personnel talk with students to discuss the student's actions and possible future consequences for continued misconduct.
2. **Parent Conference** – School personnel, either by phone, note, or face-to-face, talk with parents regarding the student's misconduct, possible remedies, and future consequences for continued misconduct.
3. **Counseling** – The student can meet with authorized personnel for counseling sessions.
4. **Time-out** – The student can be removed from the class for a short period of time.
5. **Office Referral** – The student is sent to the administration to discuss the action of the student and subsequent consequences.
6. **Loss of Privileges** – A student will not be allowed to participate in certain activities associated with the school. These activities include, but are not limited to riding the bus, extracurricular activities, assemblies, field trips, graduation ceremony, computer class, physical education, band, music, or art.
7. **Loss of Recess** – A student will not be allowed to attend recess.
8. **Lunch Detention** - A student will not be permitted to attend recess after eating lunch.
9. **In-School Suspension** – The student is placed in another room supervised by school personnel. The student is to complete work for a grade. When a student is placed into ISS they should arrive prepared to work on any and all homework that will be sent to them by their respective teacher(s). If a student becomes ill or is taken out of school for any reason and fails to complete a full day of ISS, that day will not count and the student will have to repeat a day in ISS. When in ISS, the students must comply with the rules of ISS. Any failure to comply will result in one day of suspension from school. There also will be no outside food or drink allowed in ISS. If a student has an unexcused absence in conjunction with serving an ISS, then make-up work will not be permitted.
10. **After-school Detention** – The student stays in a supervised area from 2:30 – 3:15. After-school detention will be held on Tuesday and Thursday. When after- school detention is issued, a parent/guardian will be notified in advance by phone or note. The parent is responsible for picking up the child at 3:15. The administration has the right to request that an adult sign out students that are serving after-school detentions. The administration has the authority to turn over students who are not picked up at the appropriate time to the police. If a student cannot serve an after-school detention, an alternative consequence can be assigned, including but

not limited to, recess detention, loss of non-academic events, and in- school suspension.

11. **Out of School Suspension** – Based on the offense and circumstances, the administration can issue a suspension up to 10 days. A student's out of school suspension assignment is determined on a case-by-case basis and is at the discretion of school administrators and Board of Education. Dupo District 196 carefully monitors all student suspensions, and makes every attempt to follow all state and federal guidelines as they refer to any student with a disability. *The level of consequences imposed will be consistent with the Illinois School Code.* Students assigned to OSS will not be allowed on school district property at any time during their OSS. Out of School Suspensions are assigned only for days when school is in session. In the event that school is cancelled for any reason during the period of an out of school suspension, the student will serve the remaining day(s) of the out of school suspension period on the next day(s) that school resumes. During an out of school suspension, the student will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are suspended Out-of-School for longer than 4 school days may be provided appropriate and available support services during the period of their suspension, as determined by school officials.
12. **Expulsion** – Depending on the serious nature of the offense and circumstances, the building administrator can recommend a student for expulsion. A student has the right to a hearing before the school board or its appointee. Expellable acts include, but are not limited to, serious misbehavior and/or illegal acts that threaten to impair the educational efficiency of the school and/or that most seriously disrupt the orderly educational process in the classroom and/or school. Expulsion may occur if misbehavior occurs on school property or at any school-sponsored or school-related activity on or off of school property, that may cause a serious threat to the safety of the school community. Expulsion means removal of a student from school for more than ten consecutive school days and possible placement in an alternative setting for up to (2) school years. Placement in an alternative setting may not be offered under certain circumstances in accordance with the Illinois School Code. The terms of expulsion also mean that a student, who has received out-of-school suspension, is being considered for expulsion, and/or has been expelled, is prohibited from being on school/district grounds, at school-sponsored activities, or present at any function affiliated with the school district for the time span of the suspension/expulsion.

Academic Dishonesty Policy

Academic dishonesty is a serious offense that will be treated as such. Academic dishonesty includes, but is not limited to plagiarism, cheating or copying of another's assignments, unauthorized communication during an assessment/exam, altering report cards, and wrongfully obtaining test copies or scores. **Plagiarism** is the use of someone else's writing or ideas without giving credit to the source. The act of plagiarism steals the ideas of another and is, therefore, a serious offense. Plagiarism may occur in one of four ways:

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

idea.

4. The student uses Artificial Intelligence (AI) tools without teacher approval.

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

6.30 SUSPENSION PROCEDURES

Out of School Suspension Procedures

Prior to suspension, a conference shall be held with the student to explain the charges. However, a pre-suspension conference is not required when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable. The student's parents should be notified via an attempted phone call. A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a right to a suspension review. Upon the parent's request, the Board of Education or appointed Hearing Officer shall conduct a review of the suspension. At the review, the student's parent(s) may appear, and may be represented by counsel, and discuss the suspension with the Board or Hearing Officer. After presentation of the evidence or receipt of the Hearing Officer's report, the Board shall take such action, as it finds appropriate.

In-School Suspension Procedures

At the time that a student is issued an ISS the parent will be notified via an attempted phone call and/or email. When a student is placed into ISS he or she should arrive prepared to work on any and all homework that will be sent to them by their respective teacher(s). If a student becomes ill or is taken out of school for any reason and fails to complete a full day of ISS, that day will not count and the student will have to repeat a day in ISS. When in ISS students must comply with the rules of ISS. Any failure to comply will result in one day of suspension from school. There also will be no outside food or drinks allowed in ISS.

Support Services

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

RE-ENGAGEMENT OF RETURNING STUDENTS - The building principal or designee shall meet with a student returning 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.

Expulsion Procedures

The following are expulsion procedures: 1) Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate; 2) During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence, and cross-examine the witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Isolated Time Out/Physical Restraint Notification

School officials have the right to use isolated time-outs, time outs, and physical restraints as as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s). Isolated time-outs, time outs, and physical restraints are to be used only when the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm, there is no known medical contraindication to its use on the student; and the school staff member or members applying the use of time out, isolated time out, or physical restraint on a student have been trained in its safe application. Staff may not use isolated time out, time out, and physical restraint as a form of punishment or a means of disciplining a student, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. A parent can request a copy of the district's policy by contacting the School Superintendent.

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes 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 permitted by State law.

Weapons Prohibition

The establishment and maintenance of a safe educational school environment that is conducive to learning is a high priority to the Dupo School District. For this reason, students who engage in such activities as the use of or possession of a weapon, physically attacking faculty, staff, or other students, threatening or verbally abusing faculty, staff, or other students, theft, arson or vandalism are subject to extremely serious penalties.

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. Evidence obtained will be confiscated and turned over to the Superintendent of Schools and may be delivered to local authorities for possible prosecution, in all criminal cases.

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 nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Drug Free Zone

Dupo Junior-Senior High School is a "Drug Free Zone." No drugs, alcohol, cigarettes, E-cigarettes (JUULs), or any other chemicals used to stimulate, or "look alike drugs" are allowed to be possessed, sold, or used on or near the Dupo CUSD 196 Campus.

6.40 PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn 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 district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting status, 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:

- During any school-sponsored education program or activity.
- 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.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- 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 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:

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying; (2) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. 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. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination and
Title IX Coordinator:

Name: Victoria White

Address: 600 Louisa Ave., Dupo, IL 62239

Email: vwhite@dupo196.org

Telephone: (618) 286-3812

Complaint Manager:

Name: Keith Book

Address: 600 Louisa Ave., Dupo, IL 62239

Email: kbook@dupo196.org

Telephone: (618) 286-3214 x2114

Complaint Manager:

Name: Kyle Baker

Address: 905 Bluffview Elementary Ln., Dupo, IL 62239

Email: kbaker@dupo196.org

Telephone: (618) 286-3311 x3225

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.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

6.42 DISCRIMINATION AND HARASSMENT ON THE BASIS OF RACE, COLOR, AND NATIONAL ORIGIN PROHIBITED

Discrimination and harassment on the basis of race, color, national origin, sex or disability negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, national origin, sex or disability in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of conduct that may constitute discrimination on the basis of race, color, national origin, sex, or disability include: disciplining students more harshly and frequently because of their race, color, national origin, sex, or disability; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, national origin, sex, or disability; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, national origin, sex, or disability.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, national origin, sex, or disability include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, national origin, sex, or disability; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, national origin, sex, or disability to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable

speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

If the District fails to take necessary corrective action to stop harassment based on race, color, national origin, sex, or disability, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Nondiscrimination Coordinator:

Name: Victoria White

Address: 600 Louisa Ave., Dupo, IL 62239

Email: vwhite@dupo196.org

Telephone: (618) 286-3812

Complaint Manager:

Name: Keith Book

Address: 600 Louisa Ave., Dupo, IL 62239

Complaint Manager:

Name: Kyle Baker

Address: 905 Bluffview Elementary Ln., Dupo, IL 62239

Email: kbook@dupo196.org
Telephone: (618) 286-3214 x2114

Email: kbaker@dupo196.org
Telephone: (618) 286-3311 x3225

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, national origin, sex, or disability is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.45 HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

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

Sexual Harassment Prohibited (Title IX)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

A complete copy of the District's Title IX Grievance Policy, 2:265, is located on the District's website at the following address:
https://www.dupo196.org/documents/district/school-board-information/board-policy-and-proce

dures-12.2024/20910961

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Nondiscrimination and Title IX Coordinator:

Name: Victoria White
Address: 600 Louisa Ave., Dupo, IL 62239
Email: vwhite@dupo196.org
Telephone: (618) 286-3812

Complaint Manager:

Name: Keith Book
Address: 600 Louisa Ave., Dupo, IL 62239
Email: kbook@dupo196.org
Telephone: (618) 286-3214 x2114

Complaint Manager:

Name: Kyle Baker
Address: 905 Bluffview Elementary Ln., Dupo, IL 62239
Email: kbaker@dupo196.org
Telephone: (618) 286-3311 x3225

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will

likewise be subject to remedial and/or disciplinary action.

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

6.50 CAFETERIA RULES

Bluffview Students will be processed by homeroom in alphabetical order. Because of changes in federal and state regulations, everyone must prepay their accounts in the cafeteria. Cash is not an accepted form of payment at the time of sale. All monies must be turned in before 8:00 a.m. in the main office. If a student is late, he or she must turn their money into the office before reporting to class.

The cafeteria will not provide “to go” or “bagged” breakfast for any student in the building.

All students must report to and remain in the cafeteria for the duration of the lunch period. Students should use the restrooms before arriving at the cafeteria or use the restrooms and drinking fountain in the cafeteria area. The following are rules for using the cafeteria:

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

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

6.80 STUDENT USE OF ELECTRONIC DEVICES

The School District is not responsible for the loss, theft or damage of any electronic device brought to school. Technological devices may not be used to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member. Actions including, but not limited to, harassing or bullying students or harassing school personnel, taking still photos or videos of other students or district employees without prior consent, recording an individual’s voice or image without prior consent, transmitting still photos, audio and/or videos of other students or district employees in any manner, including but not limited to uploading them to internet websites, without prior consent, or storing/accessing personal and/or academic data without consent are prohibited and subject to disciplinary action and referral to legal authorities.

Picture phones and other recording devices are banned from locker rooms, bathrooms, changing rooms and any other school facility location where a person’s expectation of privacy shall be respected. The possession or distribution (including attempt to obtain or distribute) lewd images (including sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as ‘sexting’) is prohibited and subject to disciplinary action and referral to legal authorities. Students may not use technological devices to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member as described above. All

disciplinary action is determined on a case-by-case basis by school officials.

Access To Student Social Networking Passwords And Websites

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. However, school officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Cell Phone & Electronic Device Policies

The school's policy allows students to bring cell phones, but the school cannot be held responsible for any damage or theft of these devices. Students must switch off their cell phones and store them in lockers while on school premises. Unauthorized use of cell phones without permission from teachers or the office is considered a minor infraction. Any instance where a cell phone remains on, is visible, or causes disruption during school hours may lead to disciplinary action. This includes making or receiving calls to parents while on campus; any communication during school hours should be directed through the main office. It's highly advised not to bring cell phones to school. If necessary, students can opt to leave their phones in the office for safekeeping until the end of the school day.

Students may possess and use a district-issued Chromebook anytime while on school property and during instructional time with the teacher's permission or at the teacher's direction. As for other electronic devices like smartwatches, handheld games, or computers, students are prohibited from bringing these items to school. The school assumes no responsibility for any damage or theft of these belongings. Students are strictly prohibited from taking pictures, audio, or video recordings of staff members or fellow students without their explicit consent or knowledge.

SECTION 7 - INTERNET, TECHNOLOGY & PUBLICATIONS

7.10 ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC NETWORKS

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

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

Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and

communications apply when using electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

The Acceptable Use Policy (AUP) is posted on the district website.

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 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 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.

7.40 ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information

- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Any parent or guardian wishing to opt out of the data collection process should contact the district Privacy Officer:

Dr. Victoria White, Superintendent

618-286-3214

7.50 USE OF ARTIFICIAL INTELLIGENCE

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

You can find more details by checking the District AI Policy.

SECTION 8 - SEARCH AND SEIZURE

8.10 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 Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions a student under 18 years of age, on school grounds, who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if

they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Locker Rights And Responsibilities

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

The student is also responsible for the condition of the locker. Tape, sticky adhesives, markers, throwing books, accumulated clutter, slamming doors, kicking and punching the locker all affect the condition of the locker. Locker damage is considered vandalism and the parent could be charged with repair or replacement of the locker. In addition, vandalism is a Minor offense.

NOTE: The lockers at Bluffview Elementary School have no means of keeping items secure. They are designed for coat and book storage only. A student opening or looking through another student's locker is not permitted. Students should not bring items of value to school. The school cannot accept responsibility for lost, stolen, or damaged items.

Backpacks

Students will not be permitted to use a backpack during the school day. They are permitted to use backpacks to carry books and supplies to and from school but are not permitted to carry them between classes. Students have an opportunity to go to their lockers several times a day: before first period, before or after lunch, and before boarding the bus at dismissal. Backpacks must remain in the student's locker.

Personal Property At School

Students should not bring valuable items to school. Personal computers/laptops/tablets, eReaders, mp3 players, and most electronic gadgets are not allowed at school. Money should be limited to that which is needed for the day's activities. Property of value should be locked in the student's locker.

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

SECTION 9 - EXTRACURRICULAR AND ATHLETIC ACTIVITIES

9.10 EXTRACURRICULAR ATHLETIC ACTIVITIES CODE OF CONDUCT

Behavior

Any student whose conduct is deemed to be not up to the standards of Dupo students will be declared ineligible by the principal or assistant principal. Students who were suspended from school are not eligible to participate in extracurricular activities until the day after the discipline measure has ended.

Attendance

For a student/athlete to be eligible to participate in the current day's athletic event(s), the student/athlete must be present at school no later than 11:00 a.m. and remain at school until the end of the school day or early dismissal for an away athletic event. Any absence prior to 11:00 a.m. must be pre-approved (verified by the administration), arrival to school with a doctor's note, or an excused absence called in by the parent. A student with an unexcused absence the day of participation, be it one class, half a day, or full day may not participate in their respective sport for that day or evening.

IN ADDITION, STUDENTS WHO ARE DEFINED AS A CHRONIC TRUANT (student missing 5% of the school year without a valid excuse) WILL NOT BE PERMITTED TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES.

Academic Eligibility "No Pass-No Play"

In order to be eligible to participate in athletic activities at Bluffview, a student must not be failing any core classes. Eligibility will be checked on Thursday evening. Any student who is ineligible will be suspended from competition on the following Monday for 1 week. Student Council and Chorus members are not eligible to participate with any D or F grade.

Parental Supervision

Bluffview students (K-6) must have a parent or guardian present in order to attend any sporting event held at Dupo CUSD 196. Students that attend without a parent will be asked to leave and will not be admitted.

Fees

All fees must be paid by a student in order to participate in an athletic event or student council. A student can obtain a fee waiver for the annual registration fee by contacting the office. For fee information and costs – contact the office.

Physicals

Dupo CUSD 196 requires anyone who wishes to participate on an athletic team or athletic activity to obtain an athletic physical examination each year, prior to the start of practice for the first activity, in which the child wishes to participate.

Team/Club Rules

Each activity's coaching staff or sponsor may have their own training rules and requirements that students have to abide by in order to participate. Coaches and sponsors have the

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

Performance-Enhancing & Controlled Substances

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, Student Behavior.

9.30 STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

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

SECTION 10 - SPECIAL EDUCATION

10.10 EDUCATION OF CHILDREN WITH DISABILITIES

The District shall provide a free, appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individual with Disabilities Education Act (IDEA) and implementing provision of the School Code, Section 504 of the Rehabilitation Act of 1973, and the American with Disabilities Act. The term "children and disabilities," as used in this policy, means children between the ages 3 and 21 for whom it is determined, through definitions and procedures described in the Illinois Rules and Regulations to Govern the Organization of Special Education, that special education services are needed.

The District offers all eligible students, between the ages of 3 and 21, a comprehensive program which includes systematic procedures to identify and evaluate those students eligible for special education and a continuum of placement options available to the specific needs of students. If necessary, students may be placed in private educational facilities.

Parents have the right to request a referral for an evaluation to assess their child(ren) for possible special education intervention. Parental consent, in writing, is required prior to the District conducting an evaluation. If parents suspect that their child has a disability that is adversely affecting their child's education, parents should contact the building principal or school social worker. If parents would like a copy of the Procedural Safeguards and Responsibilities for Parents/Guardians of Children with Disabilities, parents should contact the building principal.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act of 1973 even though they do not require services pursuant to the IDEA. Pursuant to Public Act 100-1112, students with disabilities who do not qualify for an individualized education program (IEP) may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child:

1. has a physical or mental impairment that substantially limits one or more major life activities,
2. has a record of a physical or mental impairment, or
3. is regarded as having a physical or mental impairment.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of eligibility as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

Parents and/or guardians may contact Mr. Kraig Roth via telephone at 286-3214 ext. 2101 or at the District office, located at 600 Louisa Avenue, Dupo, Illinois, for questions regarding the identification, assessment, and placement of such children.

The District may maintain membership in one or more cooperative associations of other school districts, which shall assist the School District in fulfilling its obligations to the district's disabled students. If necessary, students may also be placed in private school educational facilities.

10.20 DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The District shall comply with the Individuals with Disabilities Education Improvement Act 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Behavioral Interventions For Students With Disabilities

The District has on file policies and procedures to comply with P.L. 89-191 on the use of behavioral interventions for students with disabilities.

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

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

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

10.50 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.

10.60 RELATED SERVICE LOGS

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

SECTION 11 - STUDENT RECORDS & PRIVACY

11.10 STUDENT PRIVACY PROTECTIONS

Protection Of Pupil Rights Act

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

Parents shall have the right to inspect a survey, created by a third party, before it is administered and distributed to their student. Said surveys may be obtained by contacting the appropriate teacher or school official.

Parents have the right to inspect any instructional material, used as part of their child's educational curriculum, by contacting the appropriate teacher to establish a mutually convenient time for viewing.

Parents have the right to notification of any physical examinations or screenings, which the district may administer to the student.

Parents have the right to inspect any collection instrument used for the purpose of marketing or selling personal information. Parents may opt out of this process by filing with the appropriate school office, a non-disclosure request form, by September 1st of each school year.

Parents have the right to refuse consent for the child to submit to and/or to request protections of student privacy for any survey that reveals the following information: **

- political affiliations or beliefs of the student or the student's parent;
- mental or psychological problems of the student or parent;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs;
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

** At present, Bluffview Elementary does not conduct any such surveys. If such a survey was to be administered, individual permission slips would be distributed.

Dupo Junior-Senior High annually participates in the Illinois Youth Survey. A notice will be sent home before the survey is executed reminding parents of their privilege to opt-out.

Prohibition On Selling Or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.
Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: 1) College or other postsecondary education recruitment, or military recruitment; 2) Book clubs, magazines, and programs providing access to low-cost literary products; 3) Curriculum and instructional materials used by elementary schools and secondary schools; 4) Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments; 5) The sale by students of products or services to raise funds for school-related or education-related activities; 6) Student recognition programs.
Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal. A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

11.20 STUDENT RECORDS

Requests to review or amend a child's record should be addressed to the principal between the hours of 8:00 a.m. and 4:00 p.m. on weekdays when school is in session.

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

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**
   The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students, 18 years of age or older, have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access.These rights are denied to any person against whom an order of protection has been entered concerning the student. The District charges $.35 per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning a student. 105 ILCS 5/10-22.3c and 10/5a; 750 ILCS 60/214(b)(15).
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**
   Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student, stating the name of each college entrance examination that is the subject of the request, and the dates of the scores that are to be included.
3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**
   A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing, regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
   Disclosure without consent is permitted to school officials with legitimate

educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by state or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**
   The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years, or upon a student's change in attendance centers, whichever occurs first.
6. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to:
   a. Name
   b. Address
   c. Grade level
   d. Birth date
   e. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
   f. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications,

such as yearbooks, newspapers, or sporting or fine arts programs
g. Academic awards, degrees, and honors
h. Information in relation to school-sponsored activities, organizations, and athletics
i. Major field of study
j. Period of attendance in school

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

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**
Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits, or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record, which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

11.30 STUDENT BIOMETRIC INFORMATION

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition, or retinal scan.

SECTION 12 - PARENTAL RIGHT NOTIFICATIONS

EQUAL EDUCATIONAL OPPORTUNITIES

The Dupo School District is committed to providing educational programs and services designed to meet all students' individual needs and abilities. The District's educational environment will not discriminate against any individual for reasons of race, religion, color, sex, national origin, sexual orientation, ancestry, age, or physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy, economic stratus, or handicap.

Individuals who feel they have been discriminated against for any reason have the right to express their concern using the District grievance procedure.

12.10 TEACHER QUALIFICATIONS

In accordance with ESEA Section 1111(h) (6) PARENTS RIGHT TO KNOW, the Dupo Community School District is notifying every parent of a Title I school that you have the right and may request information regarding the professional qualifications of your child's teacher or paraprofessional.

This information regarding the professional qualifications of your child's teacher including, at a minimum, the following:

1. Whether the teacher has met the State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications. If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please contact the District Superintendent at 286-3812.

12.30 RIGHTS OF HOMELESS STUDENTS

The McKinney-Vento Act governs the rights of homeless students. Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. Generally, a homeless student is a student who does not have a regular, fixed place of residence. Homeless students have special rights in regard to school choice, transportation, and proof of residency. If you have any questions, please contact the Superintendent of Schools at 286-3812 for more information.

12.40 FAMILY LIFE & SEX EDUCATION CLASSES

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.

12.60 ENGLISH LEARNERS

The schools offer 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.

12.70 SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits certain employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain

conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

12.80 PESTICIDE NOTIFICATION

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

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

12.110 SEX OFFENDER NOTIFICATION LAW

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

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

http://www.isp.state.il.us/sor/.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

http://www.isp.state.il.us/cmvo/.

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

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

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

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

A violation of this law is a Class 4 felony.

ASBESTOS ABATEMENT PLAN

The U.S. Environmental Protection Agency (U.S. EPA) has regulations regarding asbestos–containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their building, and to implement appropriate response actions as necessary. Also under these regulations, the district annually informs all parents, guardians, faculty, and staff of the presence of asbestos-containing building materials (ACBM) at our Facility.

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

Environmental Consultants conducted the inspections and developed the management plans. That firm has also conducted awareness training for our custodial and maintenance personnel. The findings of the inspection indicate that safe conditions exist in all buildings; however, operation and maintenance programs will maintain and monitor the district continually to sustain this safety standard.

UNIFORM GRIEVANCE PROCEDURE

No student shall, based on sex, sexual orientation, or gender identity, 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. Inquiries concerning the application of Title IX (sex equity), Section 504 (handicapped) or Title VI (minorities) should be directed to the C.U.S.D. No. 196 District Office. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal to the School Board's resolution of the complaint to the Regional Superintendent of schools and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

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

Help is also available by calling the National Suicide Prevention Lifeline at 800-273-8255. It is available 24 hours. Additional information is also available on the National Suicide Prevention Lifeline website.

SECTION 13 - OTHER NOTICES

Bluffview Elementary School Mission Statement

The mission of Bluffview Elementary School is to provide a safe and enriching environment where all students are challenged to develop the social and academic skills to become lifelong learners.

Bluffview Elementary Perfect Attendance

Every quarter, students in grades K-6 are eligible to receive a “Perfect Attendance” Certificate. Perfect Attendance can only be obtained by a student being at school from bell to bell every day of the session. A student cannot miss any portion, for any reason, to be eligible for Perfect Attendance.

Bluffview Elementary Parental Involvement Policy - Title I

PART 1 : GENERAL EXPECTATIONS

Bluffview Elementary School agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA and each include, as a component, a school – parent compact consistent with section 1118(d) of the ESEA.
- The school will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understanding and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the school district.
- The school will involve the parents of children in Title I, Part A schools in decisions about the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the school.
- The school will build its own and the parent’s capacity for strong parental involvement, in order to ensure effective involvement of parents to support a partnership among the school, parents, and community to improve student academic achievement.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:
- Parental involvement means the participation of parents in a regular, two – way, and meaningful communication involving student academic learning and other activities, including ensuring
    - (A) that parents play an integral role in assisting their child’s learning;
    - (B) that parents are encouraged to be actively involved in their child’s education at school;
    - (C) that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

- (D) the carrying out of activities, such as those described in section 1118 of the ESEA.

PART 2: DESCRIPTION OF HOW SCHOOL WILL IMPLEMENT REQUIRED SCHOOL TEMPLATE PARENTAL INVOLVEMENT POLICY COMPONENTS

- Bluffview Elementary School will take the following actions to involve parents in the joint development of its parental involvement policy plan under section 1118 of the ESEA:
  - (A) Invite parents to PTO meetings;
  - (B) Review and update district and school parental involvement policy at PTO meetings.
- Bluffview will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - (A) Invite parents to PTO meetings;
  - (B) Review School Improvement Plan and make recommendations for school improvement at PTO meetings.
- Bluffview Elementary School will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend by:
  - (A) Sending home notices about parent meetings;
  - (B) Holding a parent meeting for Title I at open house;
- Bluffview Elementary School will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
  - (A) Handing out handbooks with information included on first day of school;
  - (B) Having parents sign Title I Compact.
- Bluffview Elementary School will, at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of the children. The school will respond to any such suggestions as soon as practicably possible by:
  - (A) Having phone access to teachers;
  - (B) Holding parent-teacher conferences twice per year;
  - (C) Having daily conference times for teachers to meet with parents;
  - (D) Sending daily written notifications through homework folders.
- Bluffview Elementary School will provide each parent an individual student report about the performance of their child on the State Assessment in at least math, language arts, and reading by:
  - (A) Sending home the PARCC test results in grades 3-6;
- Bluffview Elementary School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by mail.
- Bluffview Elementary School will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph –

    - (A) The state's academic content standards,
    - (B) The state's student academic achievement standards,
    - (C) The state and local academic assessments including alternate assessments,
    - (D) The requirement of Part A
    - (E) How to monitor their child's progress, and
    - (F) How to work with educators.
- Bluffview Elementary School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, to foster parental involvement by:
    - (A) Having parent nights;
    - (B) Sending information to parents.
- Bluffview Elementary School will, with the assistance of its parents, educate its parents, pupil services personnel, principals and other staff members in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and school by providing high quality staff development activities.
- Bluffview Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by having the preschool program be an active participant in the School Improvement Process including parent and community involvement.
- Bluffview Elementary School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, to the extent practicable, in a language the parents can understand:
    - (A) Information regarding parent meetings are sent by either direct mail, school wide notices, school calendar, phone calls or through the local newspapers;
    - (B) Parents with unique needs will be sent information to meet their needs as directed by the school SAP team, special education department, or school social worker.

Bluffview Elementary Phone Use - Office/Classroom

To protect the instructional day, no phone calls will be directed to the classroom. Students will not be allowed to leave the classroom to receive phone calls unless there is an emergency.

Bluffview Elementary Teacher Selection Policy

All instructors at Bluffview Elementary School are certified to teach and have successfully passed the evaluative process of District #196. The administration is solely responsible for class lists.

Bluffview Recess/Playground Rules

Recess/playground time is time for students to release energy and develop social skills. However, safety is a priority at all times. For this reason, some established guidelines for recess/playground are:

1. No hard balls are to be used.
2. Permission from the supervisor in charge must be obtained to retrieve balls outside the playground area.
3. Wait for the person in front to get up steps before climbing.
4. No jumping out of swing while it is in motion.
5. No standing in the swing.
6. No walking through the swing while it is in motion.
7. No wrestling or physical contact games.
8. No pulling on clothes.
9. Permission must be granted from the supervisor before re-entering the building.
10. Students need to line up immediately at whistle or bell.
11. No bouncing balls in the building.
12. No rock, snow, or chip throwing.
13. Stay out of puddles

Exclusion From Outside Recess

If your child is ill and needs to stay inside a few days, send a note to the office stating:

- Student's name and grade
- Dates they are to remain inside
- Reasons they are staying inside
- Parent signature

If your child is to stay inside for an extended period of time or has a recurring health problem, send a doctor's note with the above information. In case of a serious injury where physical activity is restricted, it is necessary to have a doctor's release to participate again.

Recess And Weather

The decision to go outside on wet or cold days is difficult, and there is no perfect way of determining if children should be outside. The administration and staff will use a combination of air temperature, wind chill, and playground conditions to determine if students are to go outside or stay inside for recess. Students that are not feeling well or are underdressed can be kept inside. Please dress your child appropriately for the weather.

SECTION 14 - CURRICULUM

Bluffview Elementary School offers a robust and challenging curriculum built upon the most up-to-date learning standards. Our **core** subjects are listed below with special subjects and activities following:

- **MATHEMATICS** - Required K-6
- **ENGLISH LANGUAGE ARTS** - Required K-6
- **LITERATURE** - Required 2-6
- **SCIENCE** - Required for 3 quarters 4-6
- **SOCIAL STUDIES** - Required for 1 quarter 4-6

PHYSICAL EDUCATION – Students must wear athletic shoes to participate in physical education class. If the shoe is soiled and will cause harm to the gym floor, the student may be withheld from physical education. This will be at the discretion of the PE teacher. The PE teacher might ask the student to wash/clean shoes in order to participate.

Removal/ Restriction From Physical Education: If your child has been ill, you may request in writing for your child to be excused from PE classes for a couple of days. For long term removal, please have your doctor write an excuse, which includes the length of removal from PE or any restrictions the child might have in PE. A doctor's release is necessary for chronic or long-term injury or illness.

COMPUTER CLASS - All students attend computer classes at Bluffview Elementary School. In computer classes, the students will learn technological skills from keyboarding to databases.

MUSIC - All students attend music classes at Bluffview Elementary School. Additionally, Chorus is offered as an extracurricular activity with tryouts in the fall. Chorus practices are after school, usually one time per week, for 4th - 6th grades. Students in chorus practice songs and perform at various events throughout the year. There is no fee for participation. Student selection criteria vary depending on the number of participants.

STUDENT COUNCIL – Bluffview Elementary School students elect a student council. The council brings student issues to the attention of their sponsors. The main function of the student council is to organize school spirit activities and contests.

FIELD DAY - 5th and 6th grade students have an annual "Field Day" at the end of the school year. Field Day is a fun-filled day with various events for all students to participate. Field Day is an earned privilege and can be denied to students who have chosen not to follow school rules throughout the school year.

FUN DAY - K-4th grade students have an annual "Fun Day" at the end of the school year. There is a wide variety of Fun Day events for all to participate and enjoy. This event is an earned privilege and can be denied to students who have chosen not to follow school rules throughout the school year.