



2017-18 PARENT-STUDENT HANDBOOK

The handbook, announcements and information are available at www.dimmick175.com

DIMMICK SCHOOL VISION: *Expect Excellence in Character, Achievement and Leadership.*

DIMMICK SCHOOL MISSION: *To provide a collaborative learning environment that is safe, challenging, student-centered, engaging and encourages lifelong learning for all.*

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THE DIMMICK TEAM

Superintendent/Principal _____	Mr. Ryan Linnig
Board President _____	Mrs. Debora Black
Board Vice President _____	Mr. Sid Haas
Board Secretary _____	Mrs. Michelle Rich
Board Member _____	Mrs. Heather Seghi
Board Member _____	Mrs. Eve Postula
Board Member _____	Mrs. Laurie Ernat
Board Member _____	Mrs. Gina Mudge
Kindergarten _____	Mrs. Kimberly Groleau
1 st Grade _____	Mrs. Jennifer Ring
2 nd Grade _____	Mrs. Rachel Savage
3 rd Grade _____	Mrs. Katie Derber
4 th Grade _____	Mrs. Donna Gerrard
5-8 Mathematics _____	Mr. Adam King
5-8 Social Sciences _____	Mrs. Jaime Bazydlo
5-8 Language Arts _____	Mrs. Carleen Bergandi
5-8 Science/STEM/Lead Teacher/Principal _____	Mrs. Teri Rossman
Sp. Ed., Rtl Coord. & K-4 Lead Teacher _____	Mrs. Maribeth Ficek
P.E., Health, Athletic Director, Dean of Students _____	Mr. Joel Foster
Music & Band _____	Mr. Matthew Dennison
Spanish/Bilingual _____	Mrs. Leann Wilcoxon
Rtl/Title I Instructor _____	Mrs. Lisa Petersen
Visual Arts _____	Mrs. Jaci Rathburn
Speech _____	Mrs. Susan May
Treasurer _____	Mr. Chris Wren
Psychologist _____	Mr. Kevin Gallagher
Custodian _____	Mr. Ray Seghi
Social Worker _____	Mrs. Ronda Ketner
Teacher's Aide(s) _____	Mrs. Diane Setchell
	Mrs. Courtney Newell
	Mrs. April Passini
Administrative Assistant _____	Mrs. Carol Wineinger
Secretary/Lunch Program _____	Mrs. Jen Krolak

PURPOSE OF HANDBOOK

The Handbook was prepared by a committee of school board members, administration, teachers and parents. Its purpose is to provide information on policies affecting students enrolled in the District and to clarify procedures to ensure an orderly operation of the school. The handbook is not designed to be all inclusive but it is an overview of the most common issues. All the policies and procedures are subject to State of Illinois laws and regulations. Thank you to the following members of the School Improvement Team for their work on this handbook: Laurie Ernat, Michelle Rich, Ryan Linnig, Kathy Theesfeld, Jennifer Ring, Heather Sellett & Joel Foster.

BOARD OF EDUCATION PHILOSOPHY

The district's educational philosophy is based on the premise that instruction should develop in students: A desire for lifelong learning and self-improvement, an ability to think independently through the development of problem-solving and critical thinking skills and the highest level of achievement with regards to their individual abilities. We strive to provide the citizens of this community with the most complete educational program possible. We believe in the education and development of the whole child: intellectually, creatively, socially, emotionally, physically and culturally. It is important for them to develop an understanding of their own personality, strengths, weaknesses and

capabilities as well as to develop ethical attitudes enabling them to exhibit respect, tolerance, kindness and justice to others at school and in the community. Educational experiences should challenge students by incorporating a variety of instructional strategies that differentiate, utilize problem solving, and integrate technology, student presentations, projects and teamwork.

CHAIN OF COMMUNICATION/COMMAND

1st STEP: For issues with grades, homework, classroom expectations and demerits and or discipline, contact the appropriate teacher 1st. For issues on the bus or during lunch and or lunch recess contact Mr. Foster (Dean of Students).

2nd STEP: If the issue was not resolved after speaking with the appropriate teacher, contact the appropriate lead teacher; Mrs. Ficek for K-4th or Mrs. Rossman for 5th-8th. If issues regarding the bus, lunch and or lunch recess aren't resolved after discussing with Mr. Foster (Dean of Students) contact Mr. Linnig to discuss further.

Parents must make appointments with both the teacher and lead teacher or the superintendent if they wish to observe class procedures. If a parent wishes to discuss an issue with a teacher, an appointment must be made for a time outside of class hours.

3rd STEP: Contact the Superintendent/Principal to discuss the issue further and to set up a meeting if necessary. When appropriate, the teacher or coach will be asked to participate in the meeting.

4th STEP: If the issue is unresolved after completing the first 3 steps then parents should contact the Superintendent and request the opportunity to share their concerns before the Board of Education.

ENROLLMENT/REGISTRATION REQUIREMENTS

- Students must reside in the District and provide acceptable proof of custody and residency before beginning to attend. **NOTE: Any person who knowingly or willfully presents to any school district any false information regarding residency for the purposes of enabling a pupil(s) to attend in the district shall be guilty of a Class C Misdemeanor (Public Act 89-0480).**
- Children must be 5 years of age on or before September 1 of the current school year in order to enroll in kindergarten.
- All students are required to show evidence of a physical exam and current immunization records as indicated under "**PHYSICAL EXAMS, IMMUNIZATIONS, DENTAL & VISION RECORDS**".
- Completed registration packets.
- For students transferring into the district from another, a release of records request will be required and all student records from the previous school must be received prior to attending.

Military Service: When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school. If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

PHYSICAL EXAMS, IMMUNIZATIONS, DENTAL & VISION RECORDS: Pupils entering kindergarten through 8th grade or entering a school in Illinois for the first time must have proof of required immunizations in accordance with the Illinois Department of Health. This includes: Dental records for kindergarten, 2nd & 6th grades, Physical exam for Kindergarten & 6th, Vision exam for Kindergarten or any student enrolling in Illinois for the first time. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an ophthalmologist has completed and signed a report form indicating that an examination has been administered within the

previous 12 months. Vision and hearing screening is mandated in the State of Illinois. If the physical condition of a child is such that any one or more of the immunizing agents should not be administered, the examining physician responsible for the child's health examination must endorse such facts upon the pupil's health record.

All students participating in after school sports must have a general physical examination every year. State law requires that students without required exams and/or vaccinations are to be excluded from school attendance unless certain exceptions are met.

The valid exemptions in Illinois are those based on medical reason, written by a health care provider, or providing a copy of the Illinois Certificate of Religious exemption completed by BOTH physician and parent. In addition, students transferring from out of state are allowed an extra 30 days to meet the requirements.

As written in school code, schools are to exclude students who do not have either the health exam or vaccines by Oct. 15 or an earlier date, if established by the local school board. Specifically, the law states: "the local school authority shall exclude that child from school until such time as the child presents proof of having had the health examination as required and presents proof of having received those required immunizations which are medically possible to receive immediately. During a child's exclusion from school for noncompliance with this subsection, the child's parents or legal guardian shall be considered in violation of Section 26-1 and subject to any penalty imposed by Section 26-10. This subsection (5) does not apply to dental examinations and eye examinations." Appointments beyond the mandatory exclusion date may be accepted only for student transferring from out of state. State law allows an "out-of-state transfer student [who] does not have the proof required under this subsection (5) before October 15 of the current year or whatever date is set by the school district, may only attend classes (i) if he or she has proof that an appointment for the required vaccinations has been scheduled with a party authorized to submit proof of the required vaccinations. If the proof of vaccination required under this subsection (5) is not submitted within 30 days after the student is permitted to attend classes, then the student is not to be permitted to attend classes until proof of the vaccinations has been properly submitted.

STUDENT FEES:

K-8 th Grade Registration Fee _____	\$ 50.00
4 th -8 th P.E. Uniform _____	\$ 17.00
Replacement/Extra Shirts or Shorts _____	\$ 10.00 ea.
Student Lunch Including Milk _____	\$ 2.80
Milk Per Carton Fee _____	\$.40
Qualifying Student Reduced Lunch _____	\$.40
Year Book _____	\$ 8.50
Replacement Student Homework Folders _____	\$ 1.00
5 th -8 th 1:1 Chromebook Fee _____	\$ 50.00

(Allows students to take devices home and keep after graduation if the fee is paid for all 4 years)

Lunches and loaned textbooks are available free of charge or at a reduced rate to those students whose parents are unable to pay the fees. Applications are available through the Superintendent's office

Qualifying Student Free Lunch A free and reduced price program is available to children whose families qualify under Federal guidelines. Specific information is available in the school office.

Student Insurance (Optional): The school district allows a private insurance company to offer student health insurance to parents during fall registration. The program is a contract between the parent and the company and is entirely optional. If parents desire to purchase insurance for their child/children specific costs will be available during registration. This student insurance program is not connected in any way with the school nor does the offering of this service constitute an endorsement by the Board of Education or administration.

STUDENT ACHIEVEMENT

GRADING & REPORTING TO PARENTS: The district will provide private, periodic reports of student progress and has directed the Superintendent to guide and monitor the reporting system.

- Parents will receive report cards 3 times a year and may check student progress through Teacher Ease at any time. The end of each trimester will be posted on the school calendar.
- The District will strive for consistency in grading and reporting.
- Grading will be based on growth, achievement, capability of the student, and the teacher’s professional judgment.
- Cheating will result in a “0” for the assignment, quiz, test or project.
- Parents will be notified when a student’s performance requires special attention. Please contact your child’s teacher with any concerns you may have.

ONLINE GRADE ACCESS: Available at www.dimnick175.com. Parents may register for online access to grades via Teacher Ease by filling out the appropriate portion on either/both the registration or handbook acknowledgement form. It is expected that grades will be updated on a weekly basis. This system will also be used to send periodic updates and information from the school.

4th-8th GRADING SCALE

A+	99-100	A	96-98	A-	94-95
B+	92-93	B	90-91	B-	88-89
C+	85-87	C	81-84	C-	78-80
D+	76-77	D	72-75	D-	70-71
F	0-69				

K-3rd GRADING SCALE

M=Meets	90-100%	Consistently and independently meets the grade level standard.
D=Developing	70-89%	Demonstrates occasional understanding of the grade level standard. Further instruction and practice is needed to reach mastery.
L=Limited Progress	Below 70%	Student is not making adequate progress toward meeting the grade level standard. Additional instruction, practice and support are needed.
X=Not Assessed		The grade level standard has not yet been assessed.

HONOR ROLL: 5th-8th Grade Students can achieve honor roll each quarter by earning an 88% (B-) or higher in all subjects.

HIGH HONOR ROLL: 5th-8th Grade Students can achieve high honor roll each quarter by earning a 94% (A-) or higher in all subjects.

SUBJECTS ARE WEIGHTED AS FOLLOWS

Reading/LA	1.00	Physical Education	1.00
Spanish	0.40	Math	1.00
Band	0.20	Music	0.40
Social Science	0.80	Science	0.80
STEM	0.40	Art	0.20

ACADEMIC ELIGIBILITY & EFFORT REQUIREMENTS FOR

EXTRACURRICULAR PARTICIPATION: Extracurricular activities are a privilege. Students are responsible for maintaining appropriate grades in all subjects. Eligibility is determined weekly. Coaches and parents will be notified by the last school day of the week if a student is ineligible. The form must be signed by parents and returned to school the next attendance day.

If a student is ineligible, they will not be permitted to participate in or attend practices or games Monday through and including Saturday of the next week. When starting a new trimester eligibility will not be determined until the 3rd week. If a student is ineligible for any two weeks of a season, they will be removed from the team/activity to focus on their academics.

- STUDENTS PARTICIPATE/ELIGIBILITY:** Students must maintain a minimum of a 70% or higher in all subjects.
- ACADEMIC EFFORT REQUIREMENTS:** Students must maintain a reasonable effort in all subject areas at all times to participate in athletics. Students must work to their potential. Examples of working and maintaining reasonable effort include, but are not limited to the following: Completing assignments on time and at an appropriate level and/or active and constructive participation in class.

8TH GRADE GRADUATION REQUIRMENTS: Final determination for retention will be based upon the best interest of the student.

- Maintain a minimum of at least a 70% in all subjects taken (calculated by averaging all 3 trimesters).
- Passed the U.S. Constitution Test with at least a 70%
- Passed the Illinois Constitution Test with at least a 70%

8TH GRADE AWARDS and HONORS: Will focus on the areas of emphasis indicated in the *Dimmick School Vision: Expect Excellence in Character, Achievement and Leadership*

ACHIEVEMENT

- PTO SCHOLASTIC AWARD/VALEDICTORIAN:** This is presented at graduation to the student who maintains the highest GPA during their 8th grade year. All subjects are averaged into the GPA calculation. Averages are carried out five decimal places.
- PRESIDENTIAL ACADEMIC FITNESS AWARD:** (Multiple Recipients) for all classes taken during the 6th, 7th and 2nd trimester of the 8th grade year. Overall GPA of 94% or higher. No grades below a 90%. Additional criteria may include, but are not limited to, activities in which a student demonstrates high motivation, initiative, integrity and/or, leadership qualities.
- Carly Genslinger-Leopold Award** (1 Recipient selected by the 5th -8th Grade Teachers) the recipient must score at 3.0 or higher to receive the award. This student must exhibit talent and dedication to the fine arts (visual arts, music, band, dance, singing, theater) as shown by exemplary talent in one or more areas indicated above, shows promise and/or a desire to continue in the fine arts, exhibit pride in their work, activities, performances, is dedicated to doing their best in their work in the fine arts, displays enthusiasm when participating in the fine arts.

CHARACTER

- John Baker CITIZENSHIP Award** (1 Recipient selected by the 5th -8th Grade Teachers) the recipient should exemplify what it means to be a Dimmick student. The recipient must score at 3.0 or higher to receive the award. (Respectful, Responsible, Role Model and Always Does his/her Personal Best)
- Eric Dawson HUMANITARIAN/FRIENDSHIP Award** (1 Recipient selected by the 5th -8th Grade Teachers) the recipient must score at 3.0 or higher to receive the award. (Empathetic, Kind Hearted, Friendly/Personable, Displays a Positive, Attitude, Humble and Selfless)

LEADERSHIP

- Kent Pratt Award** (1 Recipient selected by the 5th -8th Grade Teachers) The recipient must score at 3.0 or higher to receive the award. This student must exhibit the following desirable leadership characteristics. (Takes Initiative, Is Reliable, Is Self-Disciplined, Is Confident, Demonstrates Perseverance, Is Trustworthy)
- Boots Temple Most Dedicated Player Award** (1 Recipient will be selected by the Head Coach from each of sports offered) The recipient should exhibit excellence in the following areas: (Positive Leadership, Athletic Talent and Ability, Respect, Integrity, Dedication/Commitment and Teamwork)

OTHER VARIOUS AWARDS MAY BE GIVEN TO GRADUATES TO RECOGNIZE EXCELLENCE AND ACHIEVEMENT: Students will be notified of the specific awards they are eligible to receive as well as the specific criteria used to determine the recipient.

STUDENT ACHIEVEMENT DATA: The District assessment, AIMS Web, will be administered in the Fall, Winter & Spring. Data will be used to determine students' academic needs and may result in instructional modifications designed to appropriately challenge and support student success. The results will be sent home after each testing period. Student achievement data may be shared with area high schools that Dimmick students feed into to better coordinate instructional efforts and needs.

ENRICHMENT PROGRAMS: The district will continue to seek programs that will support the goal of providing challenging educational experiences outside of the regular curriculum. Depending on the nature of the program, certain criteria may be used in order to determine student eligibility.

- **Algebra Program:** 8th Grade students who meet the criteria may qualify to participate in the Algebra Program offered at St. Bede Academy, LaSalle-Peru Township High School and Hall High School (*for those residing within the current Cherry School District*). Students in the program will take Algebra in lieu of the Math course offered at Dimmick School. Students will receive grades from the high school they attend. The grade indicated on the Dimmick report card will reflect a 5% increase not to exceed a total score of 100%. **CRITERIA:** Maintain a 90% in Math and at least an 88% or higher in all other subject areas through the first two trimesters of 7th Grade and received a recommendation from the junior high math teacher. **NOTE:** Dimmick will pay the tuition charge for the program and provide transportation back to Dimmick as long as funding permits. Parents need to make arrangements to get their child to class each day. Students are expected to complete the entire program; however if they do drop, parents/guardians will be required to reimburse Dimmick for the cost of the tuition for the program.
- **Spanish/Bilingual Program:** Our goal is to provide exposure to, build interest in and establish basic knowledge of a foreign language and culture. Spanish will be an elective for 5th-8th grade students. Those participating in the course will be assessed according to the district grading scale and grades will count toward the student's GPA, Honor Roll and High Honor Roll on a weighted basis. Students electing not to participate will be in a structured study hall. Enrollment in Spanish course will only be permitted at the start of the school year or when enrolling for the first time. Withdrawal will only be permitted at the conclusion of a trimester. Parents wishing to withdraw their child from Spanish must do so in writing.
- 8th grade students may earn high school level credits that count toward graduation requirements either by the student taking the course at St. Bede Academy, Hall or L-P Township High School or by students taking the course at the current school they attend provided that specific criteria have been met and the course is taught by a teacher who holds a professional educator license under Article 21B of the School Code that is endorsed for the grade level and content area of the course.

HOMEWORK

- **Philosophy/Purpose:** It is the intention of the staff to assign relevant challenging and meaningful homework that reinforce classroom learning objectives. The main purposes generally associated with homework are as follows: To give students a chance to review and practice what they have learned, To prepare students for the next day's lesson, To provide opportunities to identify and learn to use various educational resources, To allow for more in-depth exploration of topics than is possible during class time, To help students develop time management, study, and organizational skills, and to provide parents with insights into what is being taught in the classroom and the progress of their children.
- **Expectations:** Homework is most beneficial when teacher expectations are well communicated, students take responsibility for their work, and parents are supportive.
- **Teachers:** Inform students and parents of the purpose and benefits of homework as well as the school's homework policy; Assigning relevant, meaningful homework activities that reinforce classroom learning

ensuring that students are aware of what is expected of them and how their work will be assessed. Maintaining homework records and providing feedback to students and parents and regularly updating Teacher Ease to inform parents.

- **Students:** Be aware of the homework policy and asking questions when necessary to clarify the assignment; Thoroughly recording directions and expectations and completing homework within the given time frame; Informing parents of expectations and seeking assistance from teachers and parents; Ensuring homework is of high quality and asking for homework assigned following an absence; Working on homework independently when possible, so that it reflects students ability, and managing demands and activities to allow time for homework completion.
- **Parents:** Set a regular, uninterrupted study time each day; Providing a suitable place for study and monitoring student's organization and daily list of assignments; Being aware of long term assignments and assisting students in learning to budget their time accordingly; Homework that is assigned should be work that the student is capable of completing independently; Assisting and correcting, but not doing the actual work; Communicating with teachers any concerns about the nature of homework and their child's approach to the homework and regularly access Teacher Ease to help monitor their child's progress.

The homework policies below apply to grades 5-8

- **Late and or Missing Assignments/Projects/Etc.:** Dimmick School recognizes the importance of student accountability and the importance of work completion in order to determine student understanding of the concepts, objectives and standards taught. As a result the grade will be reduced by 10% for each day it is late and or missing. Students who frequently have missing or incomplete work will be referred to the RtI team for consideration of a plan to address the issue.
- **Test/Assessment Make-ups:** If the first day of the absence occurs on the day of the test, the student should be ready to take the test upon his/her return to school. If the absence(s) is prior to and inclusive of the actual test date, the student will have an equivalent amount to time as allowed in the homework policy to take the test. This should not exceed one week after returning.
- **Grace Periods for Excused Absences:** Students should have a homework buddy to take work home for them when absent. Parents may also call to pick up work which will be ready by 3:30. Minimum of 1 day for each day of absence to complete missed work. More than 3 consecutive days of absence – Teacher will determine essential assignments and reasonable due dates.
- **Vacations:** Vacations resulting in student absence from school is highly discouraged. Due to the ever changing nature instruction, teachers will not be expected to distribute work prior to students leaving. Students are responsible for contacting teacher(s) upon returning to get missed work. All missing work must be completed no later than one week following the student's return. Failure to complete work within one week of returning to school will result in a "0" for each assignment.

TECHNOLOGY

TECHNOLOGY USE: Technology use at school is for educational purposes only. Personal devices may only be used if approved in advance by the teacher and if the device is being used for educational purposes only. Students are expected to properly care for District equipment at all times and to complete a user agreement policy before using any equipment. Using any technology for anything beside that which is assigned by the teacher is strictly prohibited. Consequences for violating technology expectations: Each offense will result in a demerit being issued. More severe infractions or frequent misuse may result in more severe consequences and loss of privileges. Any evidence of inappropriate or non-school related and or inappropriate content such as images or text may result in a detention or suspension. Damage to equipment will result in those costs being assessed to parents.

1:1 CHROMEBOOK POLICY: 5th-8th Grade parents and students will be required to attend a mandatory informational meeting and sign required forms on the District 1:1 program before the devices will be distributed to students for use. A copy of the Chromebook Policy will be distributed to all 5th-8th Grade parents and students.

STUDENT SERVICES/ASSISTANCE

SPECIAL EDUCATION SERVICES: Special Education programs and services are currently available in our district or in other districts within L.E.A.S.E. (LaSalle, Educational Alliance for Special Education) for qualifying children with handicaps and/or exceptionalities between the ages of 3 and 21. Referrals of students for special education may be made by parents or school personnel. The referral forms are available in the district office or through the local school psychologist. Parents may request a copy of the Rules and Regulations to Govern the Administration and Operation of Special Education at the District office or through L.E.A.S.E. 815.433.6433. According to the Special Education rules and regulations, students who need home or hospital instruction during the course of the school year should be referred to the district office. Parents making a referral will be required to include a report from a licensed medical physician who will give an estimate of the duration of the temporary physical or health impairment which is causing the need for home or hospital instruction. It will be the responsibility of the school district to determine the need for such instruction based upon the estimated length of absence from school and the projected academic loss to the child. Students suspected of having a speech/language difficulty will be referred for a case study evaluation to determine any specific need for services. Parent notification of the intent to initiate a case study is required for any child being considered for such services. If you have any questions about the availability of special education in the district, please contact the district office. Contact the L.E.A.S.E. Director at 815.433.6433 for any questions about State or Federal requirements or programs in the cooperative.

MEDICAID DATA RELEASE: The District can seek reimbursement from Medicaid for health services documented in your child's IEP if your child is Medicaid eligible. Medicaid is a source of federal funds approved by Congress to help Districts maintain diagnostic and therapeutic services for students. The process requires the District to provide Medicaid with your child's name, birthdate and Medicaid number. Federal law requires annual notification of your intent to pursue this reimbursement opportunity. If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to: Carol Wineinger, 297 North 33rd Road LaSalle, Illinois 61301. Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

504 PLANS: Section 504 of the Rehabilitation Act of 1973 is federal civil rights legislation that prohibits discrimination in schools and workplaces against persons with disabilities. Students may be eligible for classroom accommodations while not being eligible for special education and related services. The criteria for a 504 Plan identifies all school children that either have or had a physical or mental impairment that substantially limits a major life activity. Students who currently have 504 Plans will continue to receive the services and protections listed in their 504 Plan. The educational team and parents participate each year to determine if there is a continued need for the 504 Plan. Parents who believe that their child has a disability that would make him/her eligible for services under Section 504 should contact the district office and a process to determine if services and protections are warranted will follow.

Rtl (RESPONSE TO INTERVENTION): Rtl emphasizes the importance of providing high quality, scientifically-based instruction and interventions to students who are at risk both academically and behaviorally. This system blends general and special educators' expertise, services, and resources. The first step is to assess the student's strengths and weaknesses based upon his/her academic performance or behavior in the classroom. Interventions are provided and based on observable and measurable

information. More detailed information may be found in the district's Rtl brochure available at registration or online at www.dimnick175.com.

HOMEBOUND STUDENT SERVICES: Hospital/homebound instruction is provided for students who are not able to attend school due to a physical or mental health condition. A physician must sign a Medical Certification stating that the student is unable to attend school and indicating the anticipated dates that the student will be absent. A teacher is provided by the District to instruct the student in his/her academic classes. It is important to have appropriate, accurate and complete communication between the family, the medical provider, the Hospital/Homebound instructor and the school. To facilitate this communication, the 504 Coordinator will serve as the Medical Case Manager for all students with a Medical Certification. The 504 Coordinator will work to ensure that instruction is provided that is appropriate considering the student's medical condition.

BUILDING PROCEDURES

ARRIVAL: STUDENTS ARE NOT TO ARRIVE TO SCHOOL UNTIL 8:20 AM.

Supervision by staff begins at that time. Upon arrival, students must immediately enter the building.

LUNCH POLICIES

- **Parents Bringing Lunches:** Lunches need to be dropped off in the office no later than **11:45 AM**. As a district, we are striving to instill healthy lifestyle choices in our students; therefore we appreciate your support in selecting healthy lunch choices.
- **Lunch Menus/Ordering Lunch:** Lunch orders must be placed in advance. To ensure an accurate count and that your child receives a lunch, completed monthly menus must be returned to the office no later than noon on the last day of the preceding month. This is required for all students eating hot lunch. Payment must be made on time. Credits will only be applied for absences due to illness and school sponsored activities resulting in students not eating the lunches ordered. Accounts must be paid in full before submitting a new lunch order. Questions should be directed to Mrs. Jen Krolak.

KINDERGARTEN: Kindergarten is scheduled as a full day program, although there is an option for a half-day program which would end just prior to the scheduled lunch period. Parents would be responsible for transportation for half day programs.

STUDENT APPOINTMENTS: Parents are asked to notify the office in advance when their child has an appointment during the regular school day. Parents must check in the office and sign them out before the students will be permitted to leave the building. No pupil will be released from school to go with any adult other than the parent or guardian without the written permission of the parent/guardian. In cases of divorce or separation the district will recognize the equal rights of both parents/guardians to request that a child be removed from the school unless notified in writing to the contrary. If any parent/guardian has exclusive custody rights, a copy of the legal document must be provided.

EMERGENCY CLOSING/LATE START/EARLY DISMISSAL: The Superintendent is authorized to close school in the event of hazardous weather or other emergencies which present a threat to the safety of the students, staff members or school property. Should a closing, late start or early dismissal be necessary, notification will be sent via text message for those who signed up for that service and will be posted on the following websites: www.dimnick175.com, www.WAJK.com, www.WLPO.net and www.WGLC.net. When "tornado warnings" are indicated, pupils shall remain in the building and special procedures will be activated.

ABSENCES: Parents must contact the school to report absences before 9:00 a.m. or the student will be marked "unexcused". If the child had a communicable disease or an absence lasting 3 or more consecutive days, a note from a physician is required to return to school. Students may not participate in after school activities on days they are absent. If a student is going on a family vacation while school is in session, parents are required to notify the office in advance of the absence. We encourage parents to avoid scheduling vacations while school is in session.

TARDIES: Repeated tardiness without a valid excuse is unacceptable. The district will contact the parents/guardians once students reach a 10% tardy rate as the first step in dealing with the problem.

TRUANCY: Repeated absence from school without a valid excuse is considered truancy. The district will contact parents/guardians when a student reaches a 10% absence rate. If the problem continues, the District will make a referral to the LaSalle or Bureau County truant officer.

STUDENT EXPECTATIONS/BEHAVIOR MANAGEMENT

DISCIPLINE COMMITTEE: In compliance with Senate Bill 730 the School Improvement Team consisting of parents, teachers, Board members, and the Superintendent annually reviews the student disciplinary rules and provides recommendations on policies and procedures. The recommendations are annually presented to the Board of Education and adopted as official policy and procedure.

STUDENT EXPECTATIONS: Students are expected to **“Be Respectful, Be Responsible, Be a Role Model and Expect Excellence in everything they do”**. Students should be taught the skills and behaviors necessary for success, motivation and responsibility should be encouraged through positive interactions and building relationships and student misbehavior represents a teaching opportunity.

SUPERVISION OF STUDENTS: Supervision of students shall be provided in the school and on the school grounds during the school day and at all extra-curricular activities. The school day is defined as the time students enter a school vehicle or arrive on the school grounds and ends with their departure from school property or a school vehicle. Teachers, staff members, coaches, supervisors and volunteer parents are responsible for maintaining discipline on school property or at school sponsored activities.

DISCIPLINE POLICY: Students are responsible for their own actions. Issues that are not specifically mentioned in this discipline policy will be handled by the district on an as needed basis.

K-4TH GRADE

K-4th Grade will utilize a colored “3 R Star Behavior Clip Chart” to monitor student behaviors and choices. In this approach, a clip chart will be posted in each classroom and students will be responsible for moving their clip “UP” for positive behaviors and “DOWN” for inappropriate behaviors or actions with prompting from the teacher or teacher aide. Each trimester, the students will have the opportunity to earn a reward as an incentive for positive behaviors and actions.

PURPLE “Our 3 R Star”	Students who exemplify being Respectful, Responsible and a Role Model.
BLUE “Role Model”	Students who make positive choices throughout the school day.
GREEN “Ready to Learn”	Everyone starts on green each day and receive a sticker on their behavior charts for remaining at green or higher each day.
YELLOW “Stop and Think”	Students receive a warning for behaviors that aren’t Respectful, Responsible or those that we would expect from a Role Model.
RED “Parent Contact”	Continued behaviors that aren’t Respectful, Responsible or those that we would expect from a Role Model or more severe infractions will result in a student being moved to red. When a student is moved to red, parents will be contacted by the teacher and the behaviors logged on Teacher Ease.

5TH-8TH GRADE

The following procedures will be used for addressing inappropriate student behaviors and choices.

- **Verbal Warning/Conference Privately in the Hall:** Minor conduct infractions will be handled teachers. Examples include but are not limited to; chewing gum, missing materials for class, being disruptive, tardiness, or failure to follow instructions. Disciplinary actions may include, but are not limited to; verbal warnings and loss of privileges.

- **Demerit:** The parent will be contacted by the teacher issuing the demerit by both phone and through the Teacher Ease discipline referral system in a timely fashion. Examples may include, but are not limited to; being removal from class, chronic minor infractions, displays of disrespect, shouting or inappropriate language, running, pushing or tripping, arguing, unauthorized use of cell phones or other actions deemed to be unacceptable by the supervisory staff.
- **Detention:** Accumulating 3 demerits in a trimester will result in a detention being served either before school from 7:30-8:30 AM or after school from 3:30-4:30 PM. The Dean of Students will contact parents to schedule the detention. More severe misconduct may result in a detention being issued. Examples may include, but are not limited to gross disrespect and/or inappropriate physical contact toward other students, teachers or staff, damage or misuse of school equipment or property, fighting, use of vulgar or inappropriate language verbally, in writing/text, gestures and/or inappropriate pictures/images on any electronic device intended for educational use. Students receiving a detention **WILL NOT** be permitted to participate in any extracurricular events for an entire week, Monday through and including Saturday. Failure to appear will result in an additional detention being issued.
- **Suspension:** A suspension is defined as the exclusion of a student from school and/or denial of educational services to which the student would otherwise be entitled, for a period not to exceed ten (10) school days. In-school suspension is the exclusion of a student from the classroom for one to ten school days. Accumulating 3 detentions will result in 1 day of in school suspension. Out-of-school suspension is the exclusion from the school for a period of one to ten school days. Suspensions are assigned for serious offenses. The Board of Education has delegated to the Superintendent the power to suspend students in accordance with State laws. Students receiving a suspension will not be permitted to participate in any extracurricular events for the entire week, Monday through and including Saturday.
- **Expulsion:** An expulsion is defined as an exclusion of a student from school and/or denial of educational services, to which the student would otherwise be entitled for a period of more than ten (10) days and not in excess of the school term.

IN OR OUT OF SCHOOL SUSPENSION AND/OR POSSIBLE EXPULSION

- Willful injury, threat of injury or employment of any kind of object in a manner to risk or inflict harm or injury to another pupil, employee, volunteer helper or any other person.
- Possession or being under the influence of tobacco, alcohol, drugs or other smoking substance, unauthorized or illegal drugs, drug paraphernalia, alcoholic beverages, matches or lighters, firecrackers or explosive devices, guns, ammunition, knives or any dangerous objects or materials which might present a hazard to health or safety.
- Vandalizing or willfully damaging school property or property belonging to others. (Parents are responsible for paying for any school or individual property their children willfully damage)
- Students leaving the school grounds without permission. All students leaving school early or remaining after school for any reason, including waiting for late arrivals of parents must check out with the office or supervising teacher before they depart the school grounds. The students must remain in the building until departure.
- Exhibiting gross disrespect district toward staff or volunteers by either verbal or non-verbal means.
- Willfully disobeying reasonable orders, instructions or requests issued by district staff or volunteers.
- Behavior that substantially or materially disrupts the educational process or discipline in the school or interferes with the conduct of any school sponsored activity.
- Theft of either school or personal property.

NOTE: Any student under suspension or expulsion will not be permitted to attend after school activities, field trips or any other special activities during the disciplinary period.

SUSPENSION PROCEDURES

- **In-School Suspension:** The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:
 1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
 2. Students are supervised by licensed school personnel.
 3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.
- **Out-of-School Suspension:** The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:
 1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended. A pre-suspension conference is not required, and the student can be immediately suspended 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.
 2. An attempted phone call to the student's parent(s)/guardian(s).
 3. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about opportunities to make up work missed for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 1. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose: A threat to school safety, or a disruption to other students' learning opportunities.
 2. For a suspension of 4 or more school days, an explanation: That other appropriate and available behavioral and disciplinary interventions have been exhausted, As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and that the student's continuing presence in school would either: Pose a threat to the safety of other students, staff, or members of the school community, or Substantially disrupt, impede, or interfere with the operation of the school.
 3. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
 4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing

officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

DUE PROCESS PROCEDURES FOR EXPULSIONS: The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

- Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 1. Include the time, date, and place for the hearing.
 2. Briefly describe what will happen during the hearing.
 3. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 4. List the student's prior suspension(s).
 5. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 6. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
- Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, 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. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
- During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. 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.
- If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
- Upon expulsion, the District may refer the student to appropriate and available support services.

SPECIAL EDUCATION/DISCIPLINE: A student may not be expelled for behavior which is or results from a handicap as defined in 105 ILCS 5/14-1.01 through 5/14-1.07 and the Rules and Regulations to Govern the Administration and Operation of Special Education. If as a result of the behavior the child is a direct physical danger to himself/herself, other students, faculty or school property, a student may be removed from school, suspended, or expelled. If evidence is presented during an expulsion or suspension proceeding which indicates that the student's behavior is symptomatic of, or results from, a handicap as defined in the Illinois Revised Statutes or special education rules and regulations, the student shall be referred for special education evaluation pursuant to the Rules and Regulations to Govern the Administration and Operation of Special Education. For more information contact the Information Center at the Illinois State Board of Education at 217-782-4321 to request a copy of a document entitled, Communication on Discipline of Children with Disabilities.

BULLYING POLICY: THE COMPLETE POLICY IS POSTED ON THE DISTRICT WEBSITE - www.dimnick175.com Go to the home page under the "Parent Resources Tab" & then "Bulling Information". Dimmick is committed to providing a safe, positive learning environment. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, willfully or knowingly cause pain and or distress to others, creating social isolation, engaging in repeated attacks or retaliation for asserting or alleging an act of bullying. Preventing students from engaging in these disruptive, harmful behaviors is an important District goal.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

- A student being in reasonable fear of harm to them or their property.
- Causing a substantially detrimental effect on the student's physical or mental health.
- Substantially interfering with the student's academic performance.
- Substantially interfering with the student's participation in or benefit from the school services, activities or privileges.

Dimmick Grade School:

- Prohibits any person from harassing intimidating, or bullying.
- Prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct.
- Prohibits students from:(i)accessing and/or distributing at school or with any school technology, written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii)creating and/or distributing written, printed, or electronic material, including photographs, Internet material, blogs, etc. that cause substantial disruption to school operations or interferes with the rights students or staff members.
- Consequences will be determined based upon the severity and nature of the bullying and may range from detention to suspension. In severe cases expulsion may be warranted.

FINES, FEES AND CHARGES: A fee may be charged for the use of certain materials and or equipment. Parents/guardians will be expected to pay for any damage to school equipment/property resulting from willful or inappropriate use.

DRESS CODE: Our dress code is designed to encourage and promote self-respect and pride in appearance and represent the District's three behavioral expectations; be responsible, be respectful and be a role model. The following is required:

- **Tops:** Short or long sleeved t-shirts, polo shirts, button down shirts, sweaters and/or sweatshirts may be worn. All tops should have either a crew neck or collar and cover the entire torso. Clothing may not be see-through. Low or plunging necklines are unacceptable. No sleeveless shirts, tank tops or spaghetti straps will be acceptable unless they are covered by other articles of clothing that are sleeved and cover the shoulders.
- **Bottoms:** Pants, shorts, skirts and dresses must be worn appropriately. Shorts or skirts must extend beyond finger-tip length. Clothing must be worn at or above the waist-line. No rips or tears will be acceptable unless they are located from the knees down. Underwear should not be visible at any time.
- **Foot wear:** For safety reasons, students are strongly encouraged to wear shoes that will allow them to run and play at recess safely. At a minimum, footwear must cover the toes and have straps around the heel that will safely secure the footwear. Flip flops will not be permitted for safety reasons.
- **Accessories/Grooming/General:** This policy prohibits any clothing, grooming and/or accessories from including pictures, designs, innuendos or references to or ads regarding; tobacco, alcohol, drugs, sexual/racist and/or discriminatory comments, offensive/obscene and/or questionable language or slogans or any message deemed to be inappropriate for school. Hats, caps, head coverings, sweatbands, spiked apparel, chains and sunglasses may not be worn inside the building. Hairstyles shall not be extreme style or color. Only naturally occurring colors will be permitted. Standard ear piercing is acceptable however ear gauging, mouth and nose piercings are not permitted. Accessories may not be extreme in nature and may not depict any gang affiliations.
- **Weather Related:** Lunch recess, weather permitting, is scheduled each day for all students. Please send children to school with clothing that is appropriate for the weather conditions. In order to play in the snow during winter months, students must have the following: snow pants, jacket, boots, hat and gloves.

Students in violation of the dress code will receive a demerit and parents will be contacted. A change of clothes will need to be brought to school to correct the issue. For issues not specifically stated in the policy, the administration will decide appropriateness. Please note that throughout the school year there will be special occasions that will warrant exceptions to the dress code. Notices will be distributed to address those occasions.

PROPER CLOTHING FOR P.E.: Students must have appropriate clothing for Physical Education. Clothing must allow students to participate in any assigned activity without restrictions. Therefore, tennis shoes must be worn at all times for both inside and outside P.E. classes. When P.E. is inside, a designated non-scuffing inside pair of tennis shoes must be worn. 4th-8th Grade students will be required to wear school issued uniforms for all indoor P.E. classes and when appropriate for outdoor P.E. Students lacking proper clothing will receive a "No Dress" and be required to complete a teacher selected assignment in lieu of participation.

TELEPHONE CALLS: Teachers and students should not be called to the telephone during the school day except for emergencies.

CELL PHONE POLICY: Students may have a cell phone at school as long as it remains "off" and in the lockers during the day or school activity. Students using them during school hours will have them confiscated. Parents will be required to pick them up in the office.

LOCKERS AND LOCKS: Lockers are public property provided for student use. The Superintendent and/or teachers may inspect locker contents when deemed appropriate. Locks will be provided at no cost if requested. Locks are to be returned at the end of the school year. If a lock is lost or damaged, students will be charged \$5.00.

LOCKER ROOMS: Locker rooms are provided for student use and are a privilege. Lockers should remain locked with school issued combination locks at all times. Combinations are not to be shared. Students are to follow established procedures established.

STUDENT TRANSPORTATION

BUS TRANSPORTATION: Transportation will be provided to and from a student's primary residence. Alternative arrangements may only be requested if **ALL** of the following criteria are met.

- The alternative pickup or drop off location is already on an established bus route. The Learning Center will be an acceptable pick up and drop off location.
- The pickup and or drop off location must remain the same each day throughout the entire school year, no exceptions.
- If the request would place the student on a different bus other than the one assigned to them, enough space must exist on the bus desired to accommodate the request

Every student will be assigned a seat on their designated bus. Students will only be permitted to ride on their assigned bus and sit in their assigned seat. Students will not be able to take other students on the bus with them to school or home from school. Alternative arrangements will need to be made by parents/guardians.

PARENT PROVIDED TRANSPORTATION: *If your child will not be riding the bus in the morning, parents need to contact Illinois Central Bus Company at 815-220-8800 no later than 7:00 AM. If a parent or guardian is picking a child up after school, the office needs to be notified via a written note or phone call no later than 12:00PM (Noon) that day.

Parents should use the WEST lot when dropping off or picking up students to avoid the bus lane unless the pickup lane is full, then proceed to the parking spaces located in the center of the East lot. Parents/guardians needing to pick up their children during the school day must enter the building through the main entrance and sign them out in the office.

END OF THE DAY STUDENT PICKUP PROCEDURES: We want to remind everyone that in order to ensure the safety of all our students at dismissal time, we ask parents/guardians picking up their children to park along the yellow lined sidewalk that runs along the north and east edge of the west parking lot. This will prevent students from running out and in the way of vehicles. Please notify anyone that may be picking up your child(ren) so that they too are aware of the procedures.

- If you are the first vehicle to arrive, pull forward to the furthest position west along the sidewalk.
- Then, the next car will continue forward, parking just behind the car in front to create a single line. We ask that you pull close enough to the vehicle in front of you to ensure there is enough space to accommodate all vehicles.
- Please remain parked until all students are loaded on buses or in vehicles and the vehicle in front of you pulls away.
- If you are coming into the school for any reason, need to talk to someone or notice that the west lot is full, please park in the east lot so that others are not held up.

Students must get on and off at designated stops unless authorized by the Superintendent or designee. Bus routes will be determined based upon a student's primary residence. Routes will not be altered to accommodate alternative pick up and drop off arrangements unless it is due to a road closure.

Students are not permitted to walk, ride bikes or use any form of transportation other than school bus or parent/guardian transportation to and from school given "hazardous designation" of the roadways that surround Dimmick School.

Parents/guardians who move from the district before the end of the school year may finish at Dimmick; however parents must provide their own transportation to and from school.

BUS RULES: Safety on the buses is our primary concern. In order to facilitate safe transportation for all children parents are asked to stress the following rules with their children:

- Students should be at their pickup location on time and remain back from the road until the bus comes to a complete stop and the bus driver signals them to board.
- Students must wait for the driver's signal before crossing the road.
- Aisles must be kept clear at all times.
- Students must sit in assigned seats at all times and remain seated until the bus comes to a complete stop.
- Food, gum, candy and beverages are prohibited from use on the bus.
- No objects which may obstruct the drivers view will be permitted.
- Talking must be at a conversational level.
- Electronic devices may be permitted on the bus however; they must remain at a level in which the student can easily hear the bus driver's directions. Neither the school nor the bus company is responsible for lost/stolen/damaged items. Devices may be banned if they become distracting or if rules are not followed. Devices may not be used to record other students on the bus.
- Students are expected to follow behavioral expectations at all times.

BUS DISCIPLINE: Rules have been established to ensure the safe transport of students and staff. Buses are equipped with electronic recording devices that have audio and visual capabilities. These tapes are reviewed routinely. In the event misconduct is reported, they may be turned over to the appropriate school authorities. Students who repeatedly violate transportation rules may be suspended or excluded from bus service. If misconduct occurs on the bus, the driver will make a written referral to the principal. The following sequence of discipline will normally be followed. However, extreme acts of misconduct on the bus endanger health and safety. Accordingly, students may be excluded from riding the bus and may be disciplined by suspension or expulsion for extreme misconduct.

- **1st Referral within the trimester:** Administrator conference with student and the bus driver fills out a discipline form to be sent home and signed and returned by the parent/guardian.
- **2nd Referral within the trimester:** 5 day suspension from bus and the bus driver fills out a discipline form to be sent home and signed by the parent/guardian. Parents will also be contacted by phone.
- **3rd Referral within the trimester:** Trimester suspension from bus and a parent conference.

FIELD TRIPS: Field Trips will be provided based on their educational appropriateness to the district curriculum and or be planned as incentives for students to earn for various district efforts. Students may be restricted from attending field trips when deemed appropriate by the administration. Parental consent forms must be signed and returned to the school prior to trip departure in order for a student to attend. Buses are provided for field trips in most cases. Notifications about specific field trips will be sent home prior to the activity. Room parents may have the opportunity to act as chaperones. Additional assistance will be requested if needed. Please remember that pre-school siblings and other children are not allowed to accompany the students on field trips due to liability insurance restrictions.

STUDENT HEALTH

FOOD ALLERGY MANAGEMENT PROGRAM: The district, in compliance with policy 7:285, has developed a Food Allergy Management Program based on recommendations from the ISBE and Illinois Department of Public Health, *Guidelines for Managing Life-Threatening Food Allergies in Schools*: www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf. The District's Food Allergy Management Program is developed and collectively implemented by local school officials, District staff, students and their families. If your child has an identified food allergy please inform the office immediately.

DISTRICT WELLNESS POLICY: We strive to build healthy lifestyle choices through the Physical Education and Health Curriculum as well as by district policy and the example we set as educators. School wellness includes good nutrition, physical activity and fitness. In order to gather information on the overall physical health of our students, data may be collected at the start and end of the school year. As a result of this policy soda and unhealthy snacks/food will not be distributed to students during school days. Parents are encouraged to do the same in packing lunches. If treats are to be brought to school, please do your part in supporting our wellness policy by selecting healthy options. Treats should not be brought in as a lunch substitute unless the parent/guardian has obtained permission from the teacher and the office at least two weeks in advance.

EXEMPTION FROM PHYSICAL ACTIVITY: Parents must inform the school in writing or by a phone if their child is to be exempt from physical activity. After 3 consecutive days, the office must receive a doctor's note for the exemption. Students not participating in P.E. will be given an assignment selected by the teacher to be completed in lieu of physical participation.

ADMINISTRATION OF MEDICATION: *The following guidelines must be followed for students to receive medication at school.*

- Cough drops: Student needs note from parent.
- The school will not distribute prescription nor over-the-counter medication without receiving a completed copy of the of the medication authorization form which must be signed by a physician.
- Antibiotics needing refrigeration WILL NOT BE GIVEN due to inability to store them in a locked cabinet.
- The initial dose of a new medication WILL NOT be dispensed at school. It must be given at home.
- Both prescribed and over-the-counter medications must be stored at school in the prescription and or manufacturers bottle and clearly state the student's name, medication name, dosage, frequency, route and administration instructions.
- A Medication Authorization Form must be completed by the physician or parent/legal guardian prior to administering any medications.
- A student may possess an epinephrine auto inject (EpiPen) or medication prescribed for asthma for immediate use at the student's discretion, provided a parent/legal guardian has completed the School Medication Authorization Form and an action plan is in place.

STUDENT INJURIES: When a student reports an injury or an accident occurs that results in an injury that is witness by or reported to a staff member, it should be reported to the office as soon as is possible. When deemed appropriate, the student should be escorted to the office by either another student or a staff member. In the case of severe injuries, emergency protocols should be followed. Under no circumstances should a student leave the building because of injury unless the parent or his/her designee notifies the office and signs them out. When necessary, the parent will be notified by the office when their student is injured.

EMERGENCY HEALTH CARE: Minor injuries (superficial bumps, cuts, abrasions, etc.) will be treated at school. When necessary or appropriate, parents will be notified by phone and through the use of the accident report form. When injuries or illness occur that require professional medical treatment, the district will make every effort to notify the parents/guardians or other persons designated on the Medical Emergency/Information Form. The form will serve as a source of information and provide alternative contacts if parents/guardians cannot be reached. When deemed appropriate by school officials, transportation by ambulance and emergency medical treatment and or assistance may be requested.

COMMUNICABLE DISEASES: When a communicable disease is suspected, the student shall be isolated and the office contacted immediately. If the suspicion is sustained, the child shall be excluded from school and extracurricular activities. The parents will be advised that they are to report the suspected or actual disease to their family physician. When appropriate, parents will be notified if their child(ren) may have been

exposed to a communicable disease. We emphasize the following best practices for prevention:

- Cover nose and mouth with a tissue when you sneeze or cough. If you don't one, cough or sneeze into your arm.
- Wash your hands often and thoroughly with soap and water, especially after you cough and sneeze. There are also hand sanitizer dispensers in every classroom, the cafeteria and locker rooms.
- Avoid touching eyes, nose or mouth since that is how germs spread.

INFESTING DISEASES: The district will conduct 3 lice checks during the school year. Dimmick School will follow a no nit policy. When an infestation is confirmed, the child shall be excluded from school and all after school and extracurricular activities. The child's parents will be notified immediately to pick up their child. Additional written instructions regarding treatment of the student and the home environment are available from your local health care provider. Students will need to be checked by an authorized school official to ensure there are no nits or lice present before returning to class. Follow up checks will be conducted upon return to school. Periodic checks for infestation may be made throughout the school year. When multiple cases are detected in a class, parents will be notified to be aware of the situation.

CHILD ABUSE: According to Illinois law a staff member, who has reasonable cause to suspect that a student may be an abused or neglected child, shall report such cases to the Department of Children and Family Services. In such situations the staff member shall notify the Superintendent that the reports have been made.

THE SCHOOL AND COMMUNITY

SCHOOL BOARD MEETINGS: The Board of Education typically meets at 6:30 pm, on the third Monday of the month. A copy of the meeting schedule is available on the District website and/or the office. Meetings are open to the public. Anyone wishing to address the Board are to contact the Superintendent at least ten days in advance of the meeting to have the item placed on the agenda

VISITORS AND GUESTS: Persons entering the building must do so through the office. All doors remain locked during the school day. Visitors entering the building are required to sign in and out on the visitors log in the office, and wear badges at all times. No visitor is allowed into a classroom without first securing permission from the superintendent's office. All visitors are expected to check in at the Superintendent's office before proceeding to their destination. High school age students and ex-students shall not enter the school during or after school unless the superintendent has granted permission.

Pre-school children will be allowed to attend P.T.O. sponsored programs and activities which take place during the school day provided that the pre-school children remain under the direct supervision of the parents at all times. Parents are responsible to insure that there are no disruptions to the scheduled programs or classroom activities.

FUNDRAISING: Fundraising outside of the Dimmick PTO or Board sanctioned activities is prohibited. There will be no school-wide student sales fundraisers. Special class/club fundraisers must be for a specific purpose and be approved by the Superintendent in advance. Students will not be permitted to solicit District employees to participate in or purchase items from fundraising campaigns.

PARENTAL SUPPORT: Public schools benefit greatly from volunteer parental support. The PTO and the Booster Club depend upon parental assistance. By volunteering, parents will contribute to a more rewarding experience for their children and themselves.

SMOKING: The use of tobacco products and smoking in the school and on school grounds is prohibited by State law during the school day and at all extra-curricular activities.

PEST MANAGEMENT: The Illinois General Assembly requires districts to notify parents/guardians and school employees at least 48 hours prior to

any pesticide applications on school property. The term “pesticides” includes insecticides, herbicides and fungicides. The notification includes both indoor and outdoor applications. Dimmick has established a registry for those who wish to be notified 48 hours prior to application. Notify the district office in writing at the time of registration if you wish to be included on the registry.

ASBESTOS MANAGEMENT PLAN NOTICE

The District complies with all regulations relative to asbestos abatement. Additional information may be requested from the office.

EMERGENCY DRILLS/SCHOOL SAFETY

The protection of children against hazards while attending school shall be the duty of the Superintendent and staff of the building. The Superintendent shall distribute a copy of the crisis plan to all employees which outlines emergency procedures for Fire, Evacuation/Lock Down, Tornado and Bus Evacuation Drills. The Crisis Plan is annually reviewed and approved by both the School Improvement Team and the Board of Education following consultation of local law enforcement agencies and fire departments. Disaster drills shall be conducted on a regular basis as prescribed by law.

- **FIRE DRILLS: Minimum of 3 per year**
- **EVACUATION/LOCKDOWN: Minimum of 2 per year**
- **TORNADO DRILLS: Minimum of 2 per year**
- **BUS EVACUATION DRILL: Minimum of 1 per year**

WEAPONS/FIREARMS: No weapons, firearms or “look a likes” are permitted in the school or on school grounds. The GUN FREE SCHOOLS ACT OF 1994 imposes a mandate upon states requiring expulsion for a period of not less than 1 year for students who have brought a firearm to school. Modifications of this requirement by the Superintendent are possible for individual students on a case-by-case basis. Police referrals will be made for violators of the district gun policy.

STUDENT GANGS AND GANG RELATED ACTIVITIES: The presence of or student involvement in gangs, or gang related activities, on school grounds or at school related events is strictly prohibited. This includes the display of gang symbols or paraphernalia. Any student who violates this policy shall be subject suspension or expulsion.

RECIPROCAL REPORTING ACT: (PA 88-376 addresses violence and criminal activities in school) Each school district shall designate a person to communicate with local law enforcement agencies. The school and law enforcement designees will meet as needed to share information. The school designee will report all activities occurring on or off school property, or against school personnel. The State’s Attorney will provide the school with a copy of any delinquency dispositional orders involving weapon offenses. Local law enforcement will notify the school of arrests related to but not limited to weapons, criminal gang activity, and drugs.

STATE AND FEDERAL NOTIFICATIONS AND SAFETY REGULATIONS

NON-DISCRIMINATION/SEX EQUITY: Dimmick provides equal opportunities to all persons and does not discriminate on the basis of race, religion, sex or national origin. No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. The Board of Education has appointed Coordinators for Nondiscrimination for the School District, Mrs. Heather Seghi and Mr. Sid Haas. Students and parents are hereby notified of their right to initiate a grievance or complaint of illegal discrimination and of the Coordinator to whom such complaints shall be directed. Within seven calendar days of receiving a grievance or complaint of illegal discrimination, the Coordinator shall send a copy of the District’s written grievance procedure to the complainant. The Coordinator shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The Coordinator may seek advice from related state grievance agencies. The Coordinator shall render a written decision, including steps to be taken for further appeal of that decision. The written decision may be appealed to the School Board by submitting a written

request for hearing before the Board. Written appeals are to be addressed to the Superintendent. The decision of the School Board may be appealed to the Regional Superintendent pursuant to 105 ILCS 5/3-10 of the School Code of Illinois and, thereafter, to the State Superintendent of Education pursuant to 105 ILCS 5/2-3.8 of the School Code of Illinois, as provided in section 200.90(b) of the Sex Equity Rules.

SEXUAL HARASSMENT Sexual harassment of students and staff is prohibited and is defined as: An employee’s unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student’s academic status or Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student’s educational environment; (b) creating an intimidating, hostile or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student. Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the building principal or superintendent. An allegation that one student was sexually harassed by another student shall be referred to the building superintendent/principal for appropriate action.

TEEN DATING POLICY: 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. The term *teen dating violence* refers to situations when a 13-19 year old student 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. A letter addressing 7th and 8th grade parents on this topic is available for review on the District website under “Parent and Student Resources Tab”.

STUDENT PREGNANCY: The district will follow legal requirements to ensure that students receive a proper education while minimizing distraction to the learning environment. (Policy 7.10–No Discrimination)

RECORDS

PERMANENT RECORD: Permanent records include a copy of a birth certificate, social security number, student’s and parents’ names and contact information, date of enrollment, attendance record, previous schools attended, health records, report cards and other relevant information. These records must be maintained by the school for a minimum of 60 years after the student has transferred, graduated or otherwise permanently withdrawn.

TEMPORARY RECORD: Temporary records include achievement test scores, school ability index scores, discipline records, and all other information not included in the permanent record. They will be maintained no longer than 5 years after the students have transferred, graduated or otherwise withdrawn from school. We will attempt to contact parents prior to the destruction of such records.

MAINTENANCE OF RECORDS: Parents desiring to review records may call the office for an appointment. A review shall be in the presence of the school principal or principal’s designee.

TRANSFER OF STUDENT RECORDS: The school will send an unofficial record of student grades, a copy of the student’s Illinois School physical and a Student in Good Standing form with the student at the time of withdrawal. A transfer of all student permanent records will be sent when the school is provided with the name and address of the receiving school or when a request for records is received from the receiving school. A parent may not challenge grades which are on the permanent record and may not challenge any references to expulsion out of school suspension, if the challenge is not made until the time the student’s school records are forwarded to another school to which the student is transferring.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights Privacy Act (FERPA) afford students certain rights regarding their education records:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
- A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent/guardian when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. 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 responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: *Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.* Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed.

EXTRACURRICULAR POLICIES

EXTRACURRICULAR PHILOSOPHY: Participating in extracurricular activities is a privilege. District extracurricular programs will strive to build character in athletes by promoting INTEGRITY, DEDICATION, RESPECT & TEAMWORK. Coaches will strive to teach athletes skills needed to compete at the junior high level while developing a love for the game.

CODE OF CONDUCT:

- Our fans represent Dimmick School when attending events. Be sure to do so in a positive way. We expect adults to serve as role models to our students and display positive sportsmanship at all times.
- Keep negative comments to yourself and refrain from arguing with coaches, referees or opposing fans.
- Treat every player, coach, official and fan with dignity and respect.
- Accept decisions of officials without displaying inappropriate emotions.

- UNSPORTSMANLIKE BEHAVIOR WILL NOT BE TOLERATED and may result in removal from the event. Extreme and or repeated issues will result in individuals being banned for the season.

ACADEMIC ELIGIBILITY:

Extracurricular activities are a privilege. Dimmick is an educational institution first and foremost. Students must maintain a minimum of a 70% (D-) or higher in all subjects and display reasonable effort in all subject areas at all times. (see *ACADEMIC ELIGIBILITY & EFFORT REQUIREMENTS FOR EXTRACURRICULAR PARTICIPATION* on p. 2)

PLAYING TIME: Parents and students must realize that athletes, who have a positive attitude, regularly, attend practices, put forth effort and demonstrate the necessary skills and commitment to the team will receive playing time during the regular season. The amount of playing time and positions they play is at the coach's discretion. During tournaments playing time is not guaranteed and coaches will make decisions based on what they believe will offer the best opportunity for the team's success and advancement.

- If questions or concerns arise regarding playing time or positions it is the student athlete's responsibility to respectfully talk to the coach. If a parent confronts a coach regarding playing time, the student athlete may be benched at the next game or contest.
- If the issue is not resolved after the student athlete talks to the coach, parents may then contact the District Athletic Director, Mr. Foster to discuss their concerns.

EXTRACURRICULAR ACTIVITIES OFFERED:

- Girls' & Boys' Basketball 6th-8th (5th to be determined)
- Cheerleading 7th-8th (6th to be determined)
- Girls' Volleyball 6th-8th (5th to be determined)
- Boys' & Girls' Track Grades 5th-8th
- Scholastic Bowl 7th-8th (6th to be determined) Students must achieve 90% or higher in all subjects by the sign up date to participate.
- Band Grades 5th-8th
- Peer Mediation 7th-8th (By teacher recommendation)
- Student Council 5th-8th (Elections will be held)
- School Play (Participation may be mandatory if considered part of the school requirements or elective and determined by casting needs)
- Girls' Softball 7th-8th (Cooperative with Holy Cross)
- Boys' Baseball 7th-8th (Cooperative with Holy Cross and Waltham)

ESTABLISHING TEAMS (A, B & C):

- If 10 or more 8th grade students go out for basketball or volleyball, no students from lower grade levels will be moved up.
- If 10 or more 7th grade students go out for basketball or volleyball, no students from the lower grades will be moved up.
- If none of the students are moved up, then 6th and 5th when permitted to participate will make up the "C" team.
- If the "A" and or "B" teams lack the minimum of 10 athletes, it will be up to the coach to decide whether they want to move students up to fill a 10 athlete roster.

SCHOOL SPONSORED EXTRACURRICULAR EVENTS: An athlete may participate in a non-school sport during a season provided the student's priority and commitment is first to the school team games and practices.

GENERAL REQUIREMENTS: The following items must be turned in to the Coach **before** the student will be allowed to participate in any extracurricular activity, including practices: Read and sign an **EXTRACURRICULAR EXPECTATIONS ACKNOWLEDGEMENT FORM** and **STUDENT CONCUSSION SPORTS AGREEMENT** and submit an annual Physical (athletics only). Students participating in the athletics are required to have a physical examination, paid for by the parents, before participating. If a student has not received a physical examination by the day of the first practice, he/she will not be allowed to practice or play in any games until examined.

SCHOOL ATTENDANCE: Unless authorized by the Superintendent, a student may not participate in an extracurricular event unless they were in attendance the entire school day.

STUDENT ELIGIBILITY (AGE): No student may compete in conference activities if he/she is fifteen (15) prior to August 15th proceeding the current school year. Students participating in Track and Scholastic Bowl must follow all IESA requirements for participation.

ATTENDANCE/SPORTSMANSHIP at EXTRACURRICULAR EVENTS:

Attendance of parents and students at extracurricular events is highly encouraged. Students in grades 4 and under must be supervised by a parent/guardian at all times. Students are to remain seated in the bleachers while games are in progress. Keeping facilities looking great is everyone's responsibility. All garbage at events both home and away should be picked up and put in the trash. Students/children will not be permitted to play in the cafeteria during games.

GYM FLOOR RULES: Only athletes and coaches are permitted on the gym floor before, during, in between and after games. Proper shoes must be worn at all times. No exceptions!

LOCKER ROOMS: Locker rooms will be provided for student athletes at athletic events. Students are to be supervised at all times. In the case where the coach is of opposite sex of the athletes, the coach must designate an individual of the same sex to properly supervise. Failure to do so will result in the loss of use of the locker rooms.

ATHLETIC RULES: Acts of disobedience or misconduct will be reason for disciplinary action. Listed as follows are specific violations of conduct and the penalties which may be imposed for any acts which occur on approved transportation vehicles at athletic contests, both on or off school grounds.

- Parents are responsible to notify the coach in writing of any medical problems/concerns prior to the first practice.
- Coaches will provide a practice and game schedule to athletes. Athletes are required to follow coach's rules and must attend practices and games. If there is a "C" team, they will only be required to attend away games if the opposing team has a "C" team.
- Athletes are required to sit with their teammates at all games.
- Athletes should arrive at events no earlier than 30 minutes prior to the start time of the event unless the coach indicates otherwise and will be present to supervise.
- Coaches may set specific dress codes for the athletes on game days.
- Athletes should be supervised at all times.

DISCIPLINARY ISSUES: Athletes are to be held to a higher standard. Students who participate in athletics are expected to follow all school rules at any school related activity. Students receiving a detention, in-school, out-of-school suspension or expulsion during the period when an athletic event or other activity is scheduled will not be allowed to participate for the entire week, Monday through and including Saturday.

Coaches are required to submit additional rules to the office for approval. Rules must be read by parents and athletes. Consequences for violating rules, depending on the severity, may result in loss of playing time, suspensions and/or removed from the team.

PRAIRIE CONFERENCE RULES: The following policies will be observed throughout the Conference. It is presumed and hoped by the Prairie Conference administrators, who represent their individual schools as hosts and visitors that such mutually agreed upon policies will insure a maximum of enjoyment for everyone.

- Walking across, upon, or otherwise being on the gymnasium floor by spectators is prohibited.
- There will be no unsupervised unauthorized shooting of baskets.
- All students enrolled in grade four and below will not be admitted without a responsible adult, who will supervise.
- Only authorized persons (team members, coaches, managers or others specifically authorized by representatives from the host and visiting school) will be admitted to the locker rooms.
- The host school will not be responsible for valuables left in the locker room(s) by the visiting school. Such valuables must be properly

provided by and secured safely by the visiting school authorities or, if requested by the home school authorities.

- The visiting coach is responsible for checking out the condition of the locker room(s) used before leaving for home. Any problems observed will be reported immediately to the home school authorities.
- Conference policy encourages and expects all spectators to observe and demonstrate good sportsmanship at all times, whether at home or away from home. Unsportsmanlike conduct has absolutely no place in the kind of environment desired at all athletic events in which the Prairie Conference schools participate.

ATHLETIC UNIFORMS:

- No team shoes will be purchased or required for participation.
- Coaches will be responsible for distributing and collecting uniforms.
- Appropriate clothing for practices must be worn at all times.
- Athletes will receive school distributed uniforms for all sports.
- Warm-up t-shirts may be purchased when applicable for extracurricular programs through the District Booster Organization. T-shirt designs must be selected by the Booster Organization and approved by the Superintendent.

PRACTICE SCHEDULE: Coaches will distribute game and practice schedules to all athletes at the first practice. Coaches will be prompt and follow the practice times for dismissal. Parents are asked to be prompt in picking up children after practices. If school is cancelled, there will be no practice.

CONCESSION STAND and ADMISSIONS: Parents of student athletes will be required to assist with concession stand and admissions for athletic events. Students in grades 5-8 will only be permitted to work if they are under the direct supervision of their parents at all times. NO EXCEPTIONS. Please find a replacement if you are not able to work on your evening.

SCORE BOARD: The Athletic Director will be responsible for scheduling people to work the score board for all home games.

SCORE BOOKS: Coaches will be responsible for finding someone to keep score books at both home and away games.

ATHLETIC INSURANCE: All students who participate in athletic activities and practices are required to carry school accident insurance or must be adequately covered by family health insurance. The school will not be responsible for any expenses incurred because of injuries a child may sustain while participating in either practice sessions or contests. Before a student can participate in either practices or contests the parents must either purchase school insurance coverage or sign an insurance waiver.