DIXON HIGH SCHOOL

MISSION STATEMENT

The mission of Dixon High School is to provide all students with the opportunities to achieve academic and personal success in the school setting and to prepare them to be contributing members of society.

In order to accomplish this mission, the school is committed to maintaining high expectations for all students, regularly assessing learning, and establishing a learning climate which affirms the worth of students and education.

This mission is the shared responsibility of staff, students, parents, and community.

INTRODUCTION

Welcome to Dixon High School. The Dixon High School staff wishes you a productive and successful year.

This handbook has been prepared to inform you of the various rules and regulations for which you are responsible to ensure an atmosphere which is conducive for the education of all students. Read carefully the information printed in this handbook. The rules and policies in this handbook are not all-inclusive and the administration reserves the right to interpret each individual situation in order to provide the safest learning environment possible. If you have questions regarding any section, do not hesitate to contact the administration for an explanation.

Your cooperation and participation are necessary in making Dixon High School the best that it can be. At DHS, You are Royalty. And Royalty is: READY, RESPECTFUL and RESPONSIBLE.

Please be advised that this handbook does not contain all board policies for Dixon School District 170. A complete listing of board policies may be viewed on the district's website www.dixonschools.org, or can be requested by calling the board office or DHS.

DHS SCHEDULES

Regular Schedule			Late Start Schedule(one hour)		
EB		6:55 – 7:41	NO EARLY BIRD		
1		7:45 – 8:33	1		8:45-9:24
2		8:37 – 9:25	2		9:28-10:07
3		9:29 – 10:17	3		10:11-10:50
4		10:21 – 11:09	4		10:54-11:33
5	A Lunch	11:09 – 11:39	5	A Lunch	11:37-12:07
	A Class	11:43 – 12:31		A Class	12:11-12:46
	B Lunch	12:01 – 12:31		B Lunch	12:20-12:50
	B Class	11:13 – 12:01		B Class	11:37-12:16
6		12:35 – 1:23	6		12:50-1:32
7		1:27 – 2:15	7		1:36-2:15

Early Release Schedule		
EB		6:55 – 7:41
1		7:45 – 8:24
2		8:28 – 9:07
3		9:11 – 9:50
4		9:54 – 10:33
6		10:37 – 11:16
5	A Lunch	11:16 – 11:46
	A Class	11:50 – 12:30
	B Lunch	12:00 – 12:30
	B Class	11:20 – 12:00
7		12:34 – 1:15

Half Day Schedule	
EB	7:15 – 7:41
1	7:45 – 8:09
2	8:13 – 8:38
3	8:42 – 9:07
4	9:11 – 9:36
5	9:40 – 10:04
6	10:08 – 10:32
7	10:36 – 11:00

DHS BUILDING HOURS

Building hours are Monday-Friday from 6:45am to 2:15pm on regular attendance days. Students are not to loiter in the building or on school grounds before or after school hours. Students who wish to be in the building or on grounds before or after school hours must be under the direct supervision of a school staff member.

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between 7 and 17 years of age (unless the child graduates from high school before turning 17 years of age) must ensure that the child attends school in the district in which he/she resides, during the entire time school is in session. The law further requires that whoever has custody or control of a child who is enrolled in the school, regardless of age, must ensure that the child attends school during the entire time school is in session.

A chronic or habitual truant is defined as a child subject to compulsory school attendance and who is absent without valid cause for 10% or more of the previous 180 regular attendance days. For these purposes an absence is defined as any part of the regular school day.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to $1500.00 dollars.

IMPORTANCE OF GOOD ATTENDANCE

Regular attendance is essential to a child's learning. Every day that he/she is absent from school is a day lost to instruction and can never be completely made up. When a child misses too many days, the following effects may result:

1. The child loses interest in school because school and education becomes less important and insignificant.
2. Attitude toward education in general may deteriorate.
3. Emotional and/or social problems may appear.
4. Excuses to stay home rather than reasons to attend school may become easier and easier for the child.

STUDENT ABSENCES

State law requires that parents call the school when their children are absent for any reason. If the parents do not call the school and their student is absent for any part of the school day, the school will be required by law to call the parent either at home or work. If we do not hear from you by 10:00 A.M. the truant

officer may be contacted.

To assist you in making the call, the Dixon Public Schools have installed a telephone answering system so that phone calls can be made during non-office hours. Please observe the following procedure in making your calls:

1. Call before 8:00 a.m.
2. Use the school's main phone line 815-284-7723.
3. State the child's name and grade level.
4. State the reason for the absence.
5. State the date(s) of the absence – if you know the child will be absent for more than one day, please list all dates and one call will be sufficient for that absence.

DEFINITION OF ABSENCE

Excused Absences – for illness, doctor/dental appointments, court appearances, late buses, death in the family, and other family emergencies, and extra curricular activities.

NOTE: You may receive occasional letters from the school office regarding the number of absences your child has incurred.

Unexcused Absences – for absences not described above – oversleeping, car problems, school not notified by parent of absence.

NOTE: Students with three (3) or more unexcused abscences will be turned over to the Lee/Ogle Regional Office of Education.

Prearranged Absences – for family vacations (five days maximum), church field trips, and others approved by the administrator.

These require the student to obtain homework for the days of the absence and have this work completed upon return.

NOTE: The above list is not all inclusive. Situations not covered above, or exceptions to the above will be handled on an individual basis with the building principal.

In cases of communicable diseases, a student may return to school when he/she has recovered and the danger of carrying the disease is past. **If a child had strep throat or RSV (a respiratory illness), a doctor's written excuse is required upon the student returning to school.** No doctor's excuse is required for other communicable diseases unless the school nurse, principal or other school official requests it. The District Health Services Coordinator recommends that a child maintain a normal temperature for **24 hours** before returning to school. Any student requiring crutches, cane, wheelchair, etc. to attend class must present a doctor's note specifying same for admittance.

EXCESSIVE ABSENCES
REQUIRE MEDICAL NOTE

After ten (10) excused absences per school year, the school may require you to acquire a medical note from a physician stating the specific medical reasons for the student's continued absences. The physician note

must be received within one week of the absence. If not then the absences would be unexcused. While seeking a medical excuse, the student's parent or guardian must still comply with absence notification procedures. Should a parent or guardian choose not to secure a medical excuse, the absence will be considered unexcused. Medical notes must state the specific days that a student is excused from school and be signed by a doctor.

ATTENDANCE AND CO-CURRICULAR ACTIVITIES

- **Participants in Co-Curricular Activities:** To engage in any school events, performances or practices, students must be in attendance 4 periods of that school day.
- **Spectators of Co-Curricular Activities:** To attend any school events, performances or practices, students must be in attendance 4 periods of that school day.
- **Employed Students:** If a student is ill and must stay home from school or must leave school due to illness, the student may not go to work on that day. If the student does so, the absence will be counted as unexcused. Any student in the school work program who attends work after being absent from school will receive consequences for his/her absence.

BUS TRANSPORTATION

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

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

DHS TARDY POLICY

Tardiness is defined as being less than 5 minutes late for class. Students who are tardy to class are subject to disciplinary consequences. Tardiness is handled on a daily basis and students who question any tardy marks are encouraged to speak with his/her teacher(s).

SCHOOL DRESS CODE / STUDENT APPEARENCE

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.

- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Students will be asked to change their clothing if it is determined by the DHS administration to be distracting or inappropriate. Students who repeatedly violate the dress code and those that refuse to change their clothing when asked may be subject to disciplinary consequences.

DRIVER EDUCATION POLICY

It shall be the policy of the Board of Education to provide a course offering both classroom and behind-the-wheel driver education instruction.

Illinois School Code requires that students be academically eligible for enrollment in driver's education. Academic eligibility, for the purpose of driver's education, is defined as passing eight (8) or more semester courses within the previous two (2) semesters.

The Illinois School Code requires students to have a minimum of thirty (30) class hours in classroom driver education. Therefore, if any student is ABSENT FOR ANY REASON MORE THAN FOUR TIMES, that student shall have to drop the classroom phase of driver education and schedule it for the next semester.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the main office at Dixon High School.

EXTRA-CURRICULAR ACTIVITIES

Dixon High School recognizes the fact that the more students are involved in extra-curricular activities, then the stronger their sense of ownership in the school becomes. Dixon High School is proud to offer the following extra-curricular activities:

ATHLETICS

MEN

Baseball, Basketball, Club Bowling, Cross Country, Football, Golf, Soccer, Tennis, Track and Wrestling

WOMEN
Basketball, Bowling, Cross Country, Golf, Soccer, Softball, Tennis, Track and Volleyball

ACTIVITIES
Leo Club, Class Officers, Scholastic Bowl, Math Club, Key Club, Drama Club, National Honor Society, Art Club, Student Council, Madrigals and Theatre Club

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

A student in grades 9-12 may submit a written request to the building principal to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.
All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;

- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

FINAL EXAMS

If a student must be absent during final exams, it is the responsibility of the student to schedule a time to make up each final AFTER returning from the absence. Parents/Guardians should notify the office and teachers before the absence whenever possible so that other work, study guides…that the student may miss could be sent with him/her in advance. No final exams will be given before the dates set by Dixon High School each semester. Failure to schedule a makeup final time before final grades are actually turned in will result in a failing test score.

GUIDANCE OFFICE

Upon enrollment at Dixon High School students will be assigned a guidance counselor. Students are encouraged to see their counselor to discuss any academic, personal or social-emotional concerns. Spring semester, guidance counselors will meet with all returning students to discuss academic status and course planning. Students who have junior or senior status and are interested in the job shadowing program are encouraged to see their guidance counselor. Information regarding post-high school opportunities is also available in the guidance office. The guidance office can be reached at extension 4008.

HEALTH SERVICES

Dixon High School has a full time nurse as well as a nurse's assistant. Students who require medication within the school day are to register and store medications within the nurse's office. **Prescription and OTC (over-the-counter) medications cannot be administered to students without written notification from the student's physician.** Students who are found in possession of any prescription or OTC medications that have not been registered or administered by the nurse are subject to disciplinary consequences.

Any student who wishes to leave ill during the school day must first see the nurse and then sign out in the main office. The nurse can be reached at extension 4013 or 4014.

MEDICATION ADMINISTRATION IN DIXON PUBLIC SCHOOLS

The purpose of administering medications in school is to help each child maintain an optimal state of health to enhance his or her education. Medication should be limited to those required during school hours and necessary to provide student access to the educational program.

The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration of medications for those children who require them.

The objective of any medication administration program is to promote self-responsibility. This can be achieved by educating students and their families.

Guidelines for All Medications:

1) All medications given in school, including non-prescription Tylenol and Ibuprofen shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status and the Medication Authorization Form shall be completed by both the parent/guardian and the physician.

2) A written order for medication must be obtained from the child's licensed prescriber and include the following:
*Child's Name
*Child's Date of Birth
*Licensed Prescriber Phone and Emergency Number(s)
*Name of Medication
*Dosage and Route of Medication
*Frequency and Time of Administration
*Date of Prescription
*Discontinuation Date
*Diagnosis Requiring Medication
*Intended Effect of Medication
*Possible Side Effects
*Other Medication Child is Currently Taking

3) Medication will be stored in a separate locked drawer or cabinet in the Nursing Office. Medication requiring refrigeration will be refrigerated in a secure area. Students are not allowed to carry any prescription or non-prescription medication on their self at any time (except emergent medication; inhaler, epi-pen).

4) It is the parent/guardian's responsibility to ensure that the Physicians Medication Authorization Form and the Parent Medication Form are completed and signed by both the physician and parent and returned to the student's school.

5) The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication at the end of the school year, the Health Assistant at the student's school will discard the medication in the presence of a witness. The disposal will be documented in the child's health record.

6) All medication taken at school will be **self-administered** with supervision.

Guidelines for Prescription Medications:

1) Medications should be limited to those required during school hours and necessary to maintain the child in school.

2) Medication must be brought to school by an adult in the original prescription container from the pharmacy or physician's office properly labeled including current date. You should contact your pharmacy for an extra bottle for school usage.

3) Each dose of medication shall be documented in the child's health record. Documentation shall include; date, time, dosage, route and the signature of the person supervising the self-administration. In the event a dosage is not administered as ordered, the reason shall be entered into the record.

4) Any side effects shall be assessed and documented as necessary in the child's health record.

5) All medication orders shall be renewed at the beginning of each school year by the child's physician. Changes in medication shall have written authorization from the licensed prescriber.

Guidelines for Over the Counter Medications (OTC):

1) Effective the 2010-2011 school year. OTC medication shall require a physicians order and parent permission for student to take **any** OTC medication at school.

2) OTC medications shall be brought in the manufacturer's original container with the administration guidelines listed and child's name affixed to the container. All OTC medication brought to school must have an unexpired date clearly printed on the container or box.

3) The parent/guardian will be responsible for being sure the parent and physician portion of the Medication Authorization Form are completed and signed and on file at the student's school.

Guidelines for Emergent Medications (inhalers, epi-pens):

1) According to a law passed in 2006, students will be allowed to carry their and epinephrine auto-injectors (epi-pens) on their person to be able to self administer as needed in a medical crisis.

2) The parent/guardian will be responsible for being sure the parent and physician portion of the Medication Authorization Form are completed and signed and on file at the student's school.

HOMELESS CHILD'S RIGHT TO EDUCATION

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

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

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

For assistance and support of homeless families please contact the Homeless Liaison at the District Office at 815-284-7722.

LOCKER ASSIGNMENTS

Student Hall Locker Procedures:

1. Lockers are the property of Dixon High School and will be assigned according to school policy.
2. Dixon High School reserves the right to inspect the contents of all hall and locker room lockers. The school further reserves the right to remove from lockers anything contrary to school rules or detrimental to the school.
3. Locker combinations will be issued at the time of locker assignment.
4. ONLY ONE STUDENT WILL BE ASSIGNED TO A LOCKER, AND STUDENTS ARE TO USE ONLY THEIR ASSIGNED LOCKER.
5. LOCKERS ARE TO BE KEPT LOCKED AT ALL TIMES.
6. Students are to immediately report to the main office if their locker is not functioning properly or is damaged in any way.
7. Students should only use masking tape when decorating lockers because other types of tape can cause damage to the paint on the lockers.

MAKE-UP WORK

If a student's absence is excused, he/she will be permitted to make up any missed work.

- It is the student's responsibility to make-up all work missed. A student shall have the amount of time absent to make-up work missed. For example, a three day absence means that a student has three days to complete the make-up work.
- Upon student/parent request, the office will gather work for students under the following conditions:
  1) The student is ill and will be absent for three or more consecutive days.
  2) The student is suspended out of school three or more consecutive days. In the case of suspension, all work will be due the day the student returns form his/her suspension or it will not be accepted for any credit.

NOTIFICATION REQUIREMENT FOR ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

In October of 1987 the Environmental Protection Agency passed a law called the Asbestos Hazard Emergency Response Act (AHERA). This law requires that all primary and secondary schools in the United States be inspected for the presence of asbestos containing materials. It also requires that a report on this inspection along with a management plan be kept on file and be made available to representatives of EPA, the State, the public, school employees and their representatives and parents. This management plan will indicate where asbestos containing materials were found, what condition they are in, and what plans are underway for repair, renovation, or removal of such materials.

In order to comply with this regulation, Dixon Public Schools District #170 employed the services of Jenkins Professionals, Inc. to perform the inspection and development of management plans in 1988

and the management plan was submitted to the Illinois Department of Public Health. Three Year AHERA re-inspections of each building were performed in the summer of 1992, 1995 and again in 1998 by Beling Consultants, Inc. In 2001 and 2004, Raymond Professional Group, Inc. performed the 3 year AHERA re-inspections. In 2007 and 2010 Aires Consulting Group, Inc. performed the 3 year AHERA re-inspections. A copy of the management plan will be on file in the office of each individual school and at the District Administrative office, and will be made available for inspection during normal business hours within five working days after receipt of a written request for inspection.

Anyone interested in examining the management plan should direct their request to:
Business Address: 1335 Franklin Grove Road
Dixon, Illinois 61021
Should you have any questions, please call Mr. David Blackburn at 815/284-7722.

OVERALL GPA AND CLASS RANK

Grades which are excluded from GPA and class rank calculations are Driver's Education (both classroom and behind-the-wheel) and the work portion of the I.C.O and Co-op Programs.

GPA is based on final semester grades.

The basic GPA is determined as follows:

A+ = 4.40 A = 4.00 A- = 3.60 B+ = 3.40 B = 3.00 B- = 2.60
C+ = 2.40 C = 2.00 C- = 1.60 D+ = 1.40 D = 1.00 D- = 0.60 F = 0.00

For each semester of Advanced Placement course completed for credit,

A+ = 5.40 A = 5.00 A- = 4.60 B+ = 4.40 B = 4.00 B- = 3.60
C+ = 3.40 C = 3.00 C- = 2.60 D+ = 1.40 D = 1.00 D- = 0.60 F = 0.00

Department	**Credits**
Credits needed for graduation	**24**
English	4.0
Social Studies	3.0 1 World History 1 U.S. History .5 Government .5 Elective Pass the U.S. Constitution Test
Math	3.0
Science	3.0
Consumer Education or Economics	0.5 (or proficiency test)
Keyboarding I or Computer Applications I	0.5
Health	0.5
Physical Education	3.5
Electives	6.0

HONOR ROLL

The three categories of Honor Roll are: Superior, Outstanding, and Honorable Mention. Honor Roll is based on quarter grades. To be eligible for Honor Roll, a student must be enrolled in five courses that "count" or four classes plus Driver's Education. Grades which are excluded from Honor Roll calculations are Driver's Education (both classroom and behind-the-wheel), Physical Education and the work portion of the I.C.O and Co-op Programs.

The Honor Roll is determined by calculation of a basic GPA based on the following. A = 4.0, B = 3.0, C = 2.0, D = 1.0.

The GPA needed to attain each of the categories of the Honor Roll is:

Superior	3.81 +
Outstanding	3.41 to 3.80
Honorable Mention	3.00 to 3.40

DHS GRADE SCALE

A+	=	99 - 100	C+	=	78 - 79
A	=	92 - 98	C	=	72 - 77
A-	=	90 - 91	C-	=	70 - 71
B+	=	88 - 89	D+	=	68 - 69
B	=	82 - 87	D	=	62 - 67
B-	=	80 - 81	D-	=	60 - 61
			F	=	59 and lower

ACADEMIC ELIGIBILITY

Any full-time student wanting to attend Homecoming, Prom or perform in the School Play, School Musical, Talent Show or Mr. School must be passing 5 of their 7 classes when eligibility is run.

- Prom eligibility will be run four weeks before the event.
- Homecoming eligibility will be run three weeks before the event.
- Talent Show and Mr. School eligibility will be run two weeks before each event.
- School Play and Musical eligibility will be run one week before each event.

If a student is not passing the required number of classes then they will not be allowed to attend that event. If a student were to purchase a ticket to the event in advance and then be ineligible to go, the student will be refunded the cost of their ticket.

GENERAL DISCIPLINARY PROCEDURES

When evaluating disciplinary actions, the following criteria will be considered:

- Seriousness of the offense
- Past history
- Resulting impact on the educational environment
- Appropriateness of the consequence
- What is in the best interest of the student

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, or selling:

    a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).

    b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.

    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.

    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

    f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

    g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

    Students who are suspected of being under the influence of any prohibited substance are subject to a medical assessment by a School Nurse. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and will be treated as though they have the prohibited substance in their possession.

4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless (a) use of the device is provided in a student's individualized education program (IEP); or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search. This includes but is not limited to:

    a. Carrying open food or drink containers in the halls during school hours. Plain, bottled water is acceptable.
    b. Engaging in public display of affection in the building or on campus.
    c. Being in the hallways during lunch hour, or while classes are in session unless they have a pass.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

9. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct. For additional information see the school board policy manual.

10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

11. Being absent without a recognized excuse. State law and Board of Education policy regarding truancy control will be used with chronic and habitual truants.

12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

14. Violating any criminal law, including but not limited to: assault, battery, arson, theft, gambling, eavesdropping, and hazing.

15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an

attempted intimidation of a staff member, or (b) endanger the health or safety of students, staff, or school property.

16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly knowing as "sexting."

For purposes of these rules, the term "possession" includes having control, custody or care, currently or in the past, of an object or substance. This includes situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack or automobile; (c) in a student's school locker, desk or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

a. On, or within sight of, school grounds before, during, or after school hours or at any time;

b. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

c. Traveling to or from school or a school activity, function, or event; or

d. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.

2. Withholding of privileges.

3. Seizure of contraband. For these purposes, contraband is defined as anything it is illegal to sell or possess per state or federal law.

4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.

5. Suspension of bus riding privileges, provided that appropriate procedures are followed.

6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided the appropriate procedures are followed. Unless the Building Principal determines otherwise, a student expelled anytime during a semester will be denied credit for the semester regardless of whether the student had completed sufficient course work to earn a passing grade before being expelled. An expelled student is prohibited from being on school grounds.

7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.

8. Notifying parents/guardians.

9. Temporary removal from the classroom.

10. In-school suspension (APAD) for a period not to exceed 5 school days. The Building Principal or designee shall ensure the student is properly supervised.
11. Before school or after school detention.
12. Saturday school provided the student's parent/guardian has been notified.

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Building and Grounds Coordinator at 815-285-4222.

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

PREVENTING BULLYING, INTIMIDATION & (SEXUAL) HARASSMENT

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

RELEASE OF INFORMATION

In accordance with federal law, Dixon High School is required to release the directory information (name, address and phone number) of enrolled students to military recruiters. This information is used solely for recruitment purposes. A student's parent/guardian may opt not to have this information released by contacting the main office. Contact should be made within the first four weeks of the current school year to ensure non-disclosure.

The main office can be reached at extension 4000.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

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

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

SEARCH AND SIEZURE

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

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

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

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

Students

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

Seizure of Property

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

STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. ***Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.***

STUDENT RESOURCE OFFICER

The Student Resource Officer is a joint effort between Dixon Public schools and the Dixon Police Department in which an officer is assigned to Dixon High School during the school year.

The Student Resource Officer serves as a positive role model to the students of the school. The youth of the community spend roughly eight hours per day in school, and this provides the officer with an opportunity to get to know these teenagers. The Student Resource Officer is available to the students and staff in the same manner as a school counselor and performs the following duties:

- Classroom presentations
- Investigations where a violation of the law exists
- Acts as a source of information for students and parents seeking help through social service agencies
- Assistance in truancy problems
- Security and supervision at extra-curricular events
- Breaking down barriers and building bridges between students and the police.
- Facilitates the Peer Jury Program.

The Student Resource Officer is located in the Guidance Office and can be reached at extension 4022.

SURVEYS REQUESTING PERSONAL INFORMATION

The student's parent/guardian may inspect any survey that is offered to their student, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

THEFTS AND LOST ARTICLES

1. The form for reporting missing articles are available in the main office at Dixon High School. Reporting should be done immediately.
2. Before filling out the report, check the "lost and found" in the main office.
3. Include witnesses and suspects, serial numbers, special identification marks and appropriate cost when filling out the report.
4. Students are responsible for reporting any lost or stolen items to the SRO (School Resource Officer).
5. Dixon High School is not responsible for any lost or stolen items.

VACATIONS

Family trips/vacations will be excused for a maximum of five (5) days per school year. More than five (5) days will be considered unexcused. Notification of family trips/vacations must be made at least ten (10) days in advance. If possible, all family trips should be planned so students will not miss school. If your student has excessive absences, vacation days may not be approved. Please consider testing schedules and other school events when planning vacations. The district calendar is available on the district's website to assist you in planning for family vacations.

VIDEO SURVEILLANCE

Dixon High School recognizes the need to strike a balance between the individual's right to be free from invasion of privacy and the school's duty to promote a safe environment for all students and staff.

The purpose of video surveillance at Dixon High School is to:

- Promote a safe environment by deterring acts of harassment or assault.
- Deter theft and vandalism and assist in the identification of individuals who commit damage to school district property.
- Assist law enforcement agencies with regard to the investigation of any crime that may be depicted.
- Assist in the daily operations of Dixon High School.

At no time will persons other than those designated by the Dixon High School administration, have access to the recordings made in the course of the surveillance. Personal information contained on the recordings shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. The focus of the cameras used in video surveillance at Dixon High School will not cover areas where there is an expectation of privacy.

WAIVER OF STUDENT FEES

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

CONCLUSION

Throughout the year you will discover that our staff is a group of warm and caring people in whom you can put your trust and confidence. We see you as individuals with different needs, therefore requiring different kinds of help, amounts of attention and/or guidance. Our staff is certainly unanimous on one thing and that is that the youth of today needs an education more than any generation before you. Technology is changing our world so rapidly one has to have an education in order to cope with the changes, build a better understanding of the world around you, and be able to secure a job that will provide you with opportunities to make decisions about where and how you live and how well you can provide for your own family. At **DHS YOU ARE ROYALTY** and we are committed to helping each of you reach your goals.