

DUNLAP HIGH SCHOOL

STUDENT HANDBOOK 2010-2011

District #323

5220 W. Legion Hall Road

Dunlap, Illinois 61525

(309) 243-7751

REGULAR DAY

0	7:30	8:19
1	8:24	9:13
2	9:17	10:06
HR	10:10	10:33
3	10:37	11:26
4A	11:30	11:55
4B	11:58	12:23
4C	12:26	12:51
5	12:55	1:44
6	1:48	2:37
7	2:41	3:30

HALF DAY

0	7:45	8:20
1	8:24	8:51
2	8:55	9:22
3	9:26	9:54
4	9:58	10:25
5	10:29	10:56
6	11:00	11:27
7	11:31	11:58

This Student Plan-It Belongs To:

Name: _____ Grade: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Homeroom: _____

2010-2011 DISTRICT #323 CALENDAR

FRI, MAY 14	REGISTRATION – ELEM,DMS,DVMS,DHS MATERIAL FOR REGISTRATION FOR 2010-2011 DUE INTO SCHOOLS
MON-TUES, AUG 9-10	NEW TEACHERS ORIENTATION
MON, AUG 16	TEACHERS - 1 ST DAY: INSTITUTE DAY
TUES, AUG 17	FRESHMEN ORIENTATION
TUES, AUG 17	TEACHERS INSTITUTE DAY
WED, AUG 18	STUDENTS - 1 ST DAY: HALF DAY
MON, SEPT 6	LABOR DAY - NO SCHOOL
FRI, SEPT 17	SCHOOL IMPROVEMENT DAY – HALF DAY
FRI, OCT 8	SCHOOL IMPROVEMENT DAY – HALF DAY
MON, OCT 11	COLUMBUS DAY - NO SCHOOL
FRI, OCT 15	END OF FIRST GRADING PERIOD
THURS, OCT 21	PARENT-TEACHER CONFERENCES - NO SCHOOL
FRI, OCT 22	PARENT-TEACHER CONFERENCES - NO SCHOOL
THURS, NOV 11	VETEREN’S DAY – NO SCHOOL
FRI, NOV 12	SCHOOL IMPROVEMENT DAY- HALF DAY
WED, NOV 24– SUN, NOV.28	FALL VACATION - NO SCHOOL
TUES, DEC 21	END OF SECOND GRADING PERIOD
WED, DEC 22 – SUN, JAN 2	WINTER VACATION - NO SCHOOL
END OF FIRST SEMESTER	
THURS, JAN 6	EIGHTH GRADE ORIENTATION – 6:30PM
FRI, JAN 14	SCHOOL IMPROVEMENT DAY – HALF DAY
MON, JAN 17	M. L. KING’S BIRTHDAY - NO SCHOOL
MON, FEB 21	PRESIDENTS DAY – NO SCHOOL
FRI, MAR 4	END OF THIRD GRADING PERIOD
THURS, MAR 17	SCHOOL IMPROVEMENT DAY – HALF DAY
FRI, MAR 18	TEACHERS’ INSTITUTE – NO SCHOOL
FRI, APRIL 15	SCHOOL IMPROVEMENT DAY – HALF DAY
MON, APRIL 18 - SUN, APRIL 24	SPRING VACATION - NO SCHOOL
THUR, MAY 12	BACCALAUREATE – 7PM
SUN, MAY 15	GRADUATION – 3PM
FRI, MAY 27	STUDENTS - LAST DAY: HALF DAY
MON, MAY 30	MEMORIAL DAY - NO SCHOOL
TUES, MAY 31	TEACHERS - LAST DAY: INSTITUTE DAY

NOTE:
THE ABOVE DATES ASSUME THE USE OF ALL FIVE “SNOW DAYS.” IF DAYS ARE NOT USED, THE LAST DAY FOR STUDENTS WILL BE MOVED ONE DAY FOR EACH SNOW DAY NOT USED. IF NO SNOW DAYS ARE USED, THE LAST DAY OF SCHOOL WILL BE FRI, MAY 20 FOR STUDENTS AND MON, MAY 23 FOR TEACHERS.

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FOREWORD

WELCOME TO DUNLAP HIGH SCHOOL! Whether you are a new student entering Dunlap High as a freshman, an upperclassman, or you are returning to continue your education here, we want to welcome you and invite you to become part of a growing school that we feel has much to offer you as you pursue your educational endeavors. The administration and faculty want to work with all students, both collectively and individually, in an atmosphere of friendliness and cooperation. This type of atmosphere can be achieved only through mutual respect of the needs and wants of each other. The staff at this school believes strongly in the rights of the individual. These rights, however, are to be exercised in light of their affect on other individuals involved as well as the total school environment.

Part I of the Student Handbook is published separately. It includes course descriptions of all courses offered at DHS and other information concerning registration and program planning.

Mission Statement of Dunlap Community School District #323

The mission of the Dunlap Community Unit School District #323 is to develop a challenging yet enjoyable environment where all students, personnel, and community can attain their potential with compassion towards the physical, emotional and academic needs of others.

Philosophy and Objectives of Dunlap High School

The staff of Dunlap High School is aware that education is one of the most important functions of state and local government. It provides students with a foundation for good citizenship, an awareness of cultural values, preparation for employment, advanced training or education, and helps them to adjust to their environment. The school is not only a center of learning and doing, but is also a center for student and community activity. We believe in the inevitability of change. We believe that we must be flexible in adopting programs and procedures to meet the present and future needs of students, but take care that in changing, we do not neglect the elements of a sound basic education. We should provide educational leadership as well as reflect the desires of the students and community, and we should provide each student a learning experience in an environment of responsible freedom and mutual respect. The following goals are intended to help us provide for the students and patrons of our community. We believe that the educational system must:

1. Provide students with general education including basic skills in communication, computation, and problem solving so that they may operate effectively both in and out of the classroom situation.
2. Provide information and opportunities in career selection for the world of work. This serves the purpose of making students better prepared to contribute to the productive effort of the community.

3. Provide direction and guidelines as well as course work for those students desiring to continue their education.
4. Foster a feeling of self-worth in each student to provide good character development and a sense of pride in one's self and one's work.
5. Teach students to understand democratic ideas, ethical behavior, and the responsibilities of citizenship with the purpose of enabling them to take control of their lives and constructive use of their leisure time.
6. Foster a positive desire for learning. A good intellectual curiosity will aid students in learning now, in the classroom situation, and in the future.
7. Provide opportunities for students to understand, appreciate, and creatively apply the cultural aspects of civilization. This goal is directed toward enrichment to their lives and constructive use of their leisure time.
8. Provide a program that directs students toward acquiring a positive appreciation and respect for all peoples and cultures.
9. Provide equal educational opportunities and program benefits for all students.
10. Provide experiences in such secular areas as the managing of money, property, and resources — to enable the students to adapt to an ever-changing world.
11. Provide guidance in the principles of family living.
12. Provide information and training in physical education, health, and safety for the well being of all students.
13. Be responsible for establishing and maintaining policies of behavior within the school environment. This goal is directed toward developing a sense of self-discipline and an attitude of respect for personal and public property.
14. Be responsible for achieving an adequate amount of student involvement in the areas of planning and decision making.
15. Be responsible for developing programs and making facilities available to community members as well as the students for the betterment of all.
16. Have a continuous program of evaluation and planning that includes consideration of additions to the curriculum and extracurricular activities as the academic need arises and as student interests broaden.

Profile of Dunlap High School

Dunlap High School is a four-year senior high school of approximately 900 students located in Dunlap, Illinois, (pop. 950) about 10 miles north of Peoria, Illinois. The school is the only high school in Dunlap Community Unit School District #323. The other schools in the District are K-5 attendance centers at Dunlap Grade School, Wilder-Waite Grade School, Ridgeview Grade School, and Banner Grade School, and Dunlap Middle School, which houses all 6th, 7th, and 8th grade students in the District. The high school has a staff of fifty-five certified teachers including three

Counselors, an Assistant Principal, Librarian, and four Special Education teachers. Dunlap High School offers a wide and varied curriculum of academics, vocational areas, and personal interest areas. A complete listing of activities and sports is listed in this booklet.

Beginning with the 1976-77 school year, students began attending the new Dunlap High School attendance center located on the southern edge of the village. The new high school was approved by voter referendum on December 1, 1973, and approximately \$3.5 million has been spent on the complex. A complete academic area was built for approximately 600 students with a "core" complex constructed for 1,000 students. A commons area is surrounded by a complete, modern library, a 1200 seat auditorium, a complete kitchen, a gym that currently seats 1,800, an auxiliary gym and an Olympic size swimming pool. Visitors are welcome at the school if advance notice is given for sufficient arrangements to be made.

The school colors are maroon and gold. Our athletic teams are called the "Eagles", and the yearbook is the "Eagle." A wide variety of both boys' and girls' sports are offered and students are encouraged to take an active part in these and all other school activities.

School Schedule

The normal class load is four/five solid subjects plus physical education. In addition to the four/five solid subjects and physical education, a student may elect to take choral music and/or band. Students are encouraged to have classes six of the seven periods. All classes meet five days a week for approximately 50 minutes each day. No student should report to school before 7:15 A.M.

Students are allowed four minutes between classes. On days when clubs and classes have scheduled meetings, classes will be operated on an assembly schedule. Those students who stay after school should arrange with their parents for transportation.

Selection / Sequencing of Courses

It is the responsibility of the administration and staff of Dunlap High School to offer students an in-depth and varied curriculum from which the student may choose the most appropriate courses or sequence of courses in order to meet the specific interests and needs of the student.

It is reasonable to assume that based on sound educational practices, research, student performance and anticipated success, the District should recommend courses and the sequencing of those courses in order to offer the student optimum learning experiences.

It is not the responsibility of the District to dictate courses or the sequencing of courses past those mandated by the Illinois State Board of Education or Dunlap School District for graduation purposes. Students and their parents should be informed of the potential consequences of taking specific courses or courses out of sequence that are not recommended by the staff. It is not unreasonable for the District to ask the student and parent to acknowledge and take responsibility for course or sequences of courses not recommended.

ACCREDITATION

Class Load

Students are required to take subjects equivalent to at least four/five units of credit plus physical

education and some are permitted to carry more. Students may carry more than five (5) academic courses per semester if given permission by the administration. Criteria to be used in evaluating the situation follows: (1) Students must have all A's and B's in the previous semester. (2) Any courses taken on an overload shall not count towards the twenty (20) credits required for early graduation. (3) Exceptions will be considered on an individual basis by the administration.

**Dunlap High School
Graduation Requirements**

The following are state and school district requirements for all graduating classes:

- 4 yrs. of Language Arts (must include 1 Semester of Speech)
- 3 yrs. of Mathematics (beginning with the Class of 2009)
- 2 yrs. of Social Studies (must include U.S. History and Civics)
- 2 yrs. of Science
- 1 yr. of Foreign Language, Art, or Tech Prep (Agriculture, Business, Family & Consumer Science, or Industrial Arts)
- 1 Semester of Software Applications
- 1 Semester of Resource Management
- 4 yrs. of Physical Education (must include Driver Education classroom and Health)
- Completion of the Prairie State Achievement Examination

**Credits Required for
Classification**

In order to classify students as Freshmen, Sophomores, etc., only the following credit system will be used:

Class	Mid Year Credits	End of Year Credits
Freshmen		5
Sophomores	7 ½	10
Juniors	12	14 ½
Seniors		20

Class Rank

Grade averaging for class rank is figured twice annually (after 1st semester and the end of year). The class rank is simply a score ranking of the G.P.A.s of all of the students in the class. This ranking is important for students, parents, and teachers to see how the students compare academically with their peers. It is important to many colleges and universities for admission and is used in high school to determine the Top Ten of the graduating class. The grades used to figure class rank are the semester grades of all full-credit (courses that receive 1/2 credit per semester) subjects.

Students participating in the high school special education program shall have earned grades tabulated for inclusions on the various honor roll lists. Special education students shall not have grades earned in special education classes or in regular division classes under the supervision of the special education staff tabulated for ranking in their respective class. Special education students may have a senior year class rank tabulated per the following two guidelines: (1) Courses to be included in the tabulation must be regular division courses with no consideration given for the student's special education classification. The student will be graded under the requirement as is mandated for all other students. (2) The former special education student must successfully complete the following requirements: The student must pass the appropriate communications department course(s), i.e., English III, for the Junior year student, a Mathematics course, a Science course, U.S. History, Civics and Resource Management. Additional courses to be considered for class rank are

Algebra I, Algebra II, Geometry, Pre-Calculus, Trigonometry, Chemistry, Physics, English IV, and other regular division classes taken after the student's total removal from the special education program.

Honor Roll

The Honor Roll is published at the end of each nine weeks-grading period. Only full credit courses, which receive 1/2 credit per semester, count towards Honor Roll. Subjects not included are Driver Education, Physical Education, Band, and Chorus. Students with Incompletes (I) are not considered for Honor Roll.

Nine Weeks: High Honor Roll - The student must have a 3.5 grade point average in all full credit subjects. Honor Roll - The student must have a 3.0 grade point average in all full credit subjects.

National Honor Society

Students who have at least a 3.5 grade point average after 5 or 7 semesters will be considered for membership in the National Honor Society. Candidates who have qualified scholastically shall then be evaluated on the basis of service, leadership, and character.

The final selection of members to the chapter shall be by majority vote of the faculty council. All teachers will be consulted for recommendations. The faculty council shall consist of five faculty members appointed annually by the principal.

Selection Procedure:

- (1) Student's academic records shall be reviewed to determine scholastic eligibility.
- (2) Students who are eligible scholastically will be notified and told that for further

consideration for selection to NHS chapter they must complete the student activity information form.

- (3) The student activity information form shall be reviewed by the faculty council, along with any other verifiable information about each candidate. Candidates receiving a majority vote of the faculty council will be inducted into the chapter.

Mid-Term Reports

Deficiency reports will be mailed out half way through each grading period. These are collected and mailed through the office. Parents who receive mid-term deficiency notices should contact the teacher as soon as possible so that as many failures as possible can be avoided.

Early Graduation for Qualified Students

Mid-year graduation is not generally recommended or encouraged. It is felt that students should complete a full eight semesters of high school work. No student will be allowed to graduate with only three years of high school attendance. However, upon consultation with the high school Counseling Department and the Principal, a high school Senior may complete his/her high school work at the end of the first semester upon:

1. Enrollment as a full-time student (4/5 full-credit subjects) during the first semester. The student should sign up for semester courses only. Should he/she decide to take a full-year course, he/she will receive an "F" for the second semester of that course.

2. Accumulation of the required 20 Carnegie Units as well as successful completion of all required courses for graduation.
3. Parent conference at the school upon request by the principal.
4. Written declaration by the parents, by September 15, stating that their child intends to graduate at the end of the first semester must be given to the principal. If this declaration is not made, the student will be expected to attend for the entire year. If a student chooses not to do so, he/she will be given "F"s for his/her second semester courses.
5. Mid-year graduates will not qualify for official "Top Ten" status at the end of the eighth semester of their senior year. Class rank for mid-year graduates will be determined at the end of their seventh semester.

Outside Courses

Approval for Credit: courses not taken at Dunlap High School (i.e., ICC, Bradley, summer schools, night schools, correspondence courses, etc.) by students currently enrolled will not be counted for graduation credit unless approved in advance by the high school principal. Approval is generally given for courses which have been previously failed and for electives which are not offered at Dunlap High School. In some cases (i.e., conflicts in scheduling), approval may be given for courses taken for personal enrichment, but which cannot count for credit at Dunlap High School.

Accepting Credits for Terminated Students

Dunlap High School will accept credit earned at approved sources (i.e., ICC, Bradley, summer school, night school, etc.) to be counted for graduation from Dunlap High School, provided that the following conditions are satisfied in full:

1. The student must have been in regular high school attendance for a minimum of eight semesters (4 years). Equivalent attendance at other approved high schools is acceptable, however, the last semester of attendance must have been at Dunlap High School.
2. The student desiring equated credit cannot be currently enrolled in Dunlap High School.
3. The maximum credit that can be earned in the manner shall not exceed one Carnegie Unit (generally 2 courses).
4. The student must apply in writing to the Principal of Dunlap High School for permission to receive equated credit for course work taken elsewhere.
5. The principal of Dunlap High School will approve in writing such course or courses prior to the student's registration.
6. Dunlap High School diplomas will not be awarded to those who choose to fulfill GED requirements.

Report Cards

The report card gives a scholastic progress report as well as the attendance report.

The report card is issued four times a year, at the end of each nine

week grading period. These reports do not need to be returned to the school. Report cards will be mailed home.

Our grading system for non-honors courses is as follows:
A+ 99-100 A 94-98 A- 92-93
B+ 90-91 B 86-89 B- 84-85
C+ 82-83 C 76-81 C- 74-75
D+ 72-73 D 68-71 D- 66-67
F 0-65

Honors and enriched courses will be graded as follows:

A+ 98-100 A 94-97 A- 90-93
B+ 88-89 B 84-87 B- 80-83
C+ 78-79 C 74-77 C- 70-73
D+ 68-69 D 64-67 D- 60-63
F 0-59

WF - Withdraw Failing

P - Pass

M - Medical Excuse (P.E.)

E - Exempt (P.E.)

S - Audit Passing

U - Audit Failing

I - Incomplete

Semester Exams

Semester exams are required for all specified academic classes. The exams are comprehensive for the content covered during the semester. Students are given the opportunity for review of the material covered by the instructor prior to the exam date. The administration and faculty believe that this testing experience helps and prepares all students for similar post high school experiences, especially test situations encountered at the college level. It also assists students in synthesizing the body of material covered during the semester and reinforces the principle material of the course.

The semester grade, which is the grade recorded on the permanent records and used to figure class rank, will be computed as follows:

1st Quarter Grade 40%
2nd Quarter Grade 40%
Final Exam 20%

3rd Quarter Grade 40%
4th Quarter Grade 40%
Final Exam 20%

Seniors at the end of their 8th semester will not be required to take semester exams, with the exception of those requested to do so by teachers to help determine a final passing or failing grade. Final determination is made by the teacher. Any student who does not take a final exam when required to do so will receive an "F" for the semester for failure to complete the course.

Dropping and Entering Courses

Students who elect to drop a course after the fifteenth attendance day of the semester will be given a "WF" for the semester. If a student elects to drop a full-year course at the end of the first semester, he/she will be given a "WF" for the second semester.

No student may enter a course after the fifth attendance day of the semester. Students may be removed from a course at any time by a counselor and/or administrator without grade penalty.

ATTENDANCE

School attendance is of utmost importance. Many drop outs and many failures are caused by poor school attendance. One of the items prospective employers often request when they call for school records is the attendance and punctuality of a student. State law mandates compulsory school attendance for those students under seventeen (17) years of age. School attendance for

any student, however, is primarily the responsibility of the parent and the student. It is recognized that at times parents and students may consider school attendance impossible due to illness or some other personal or family reason. The faculty and staff wish to strongly encourage student attendance and to be made aware of problems, either medical or personal, which may interfere with school attendance. At no time is this policy intended to encourage students to come to school when they are ill. Teachers are always willing to assist students who must miss school for some legitimate reason. In an attempt to encourage attendance at school and to become more involved with the parents and students concerning attendance problems, the following absentee procedures have been established.

Absence Reporting Procedures

1. Each day the student is absent from school, (except suspension or a pre-planned absence), a parent or legal guardian is to call the school 243-7751 or the school hotline 243-5329 between 7:30 A.M. and 2:00 P.M. The student will not need an admit and will report directly to class when returning to school. If the parent or guardian does not call before 2:00 P.M., the absence will not be cleared with the teachers and the student must report to the Attendance Clerk for an admit the next day. If, because of an emergency, a parent or guardian is unable to call on the day of the absence, please call the following morning before 8:05 A.M. Students who are absent and whose parent or guardian does

not have a phone, must bring a note stating the dates and reason for the absence.

Students not following the above procedure will be referred to the Assistant Principal or Principal when they return to school. The Assistant Principal or Principal will make a parent contact and admit the student either excused or unexcused depending on the reason for absence.

2. The determination of an excused or unexcused absence is made by appropriate school personnel depending upon the reason the student was out of school. Generally speaking, students are given time to make up work equal to the time absent. As a general policy, students will be given one day per day absent to make up work. However, if a student is absent the day of an exam, he/she will be expected to take the exam the day he/she returns. It is the student's responsibility upon return from an absence to check with each teacher as to the proper time to make up work. At the end of the grading period, any course with incomplete work will be given an "Incomplete" grade. Should the "Incomplete" grade not be completed within the allotted time, the grade will be changed to an "F."
3. Students who are out of school or know they will be out of school three full days or more may call one of the Counselors for their assignments.

Excused Absences

Generally speaking, a student's parent or guardian may excuse him/her from school (for all or part of the day) and their phone call or note will be honored by the Administration. If a student misses school due to a medical appointment, the student needs to bring a Doctor's note to school when they return. If however, a student's absenteeism becomes excessive (more than 7 days per semester) the Administration may request a doctor's verification before any successive absences are excused. The cooperation of a student's parent or guardian is requested in helping him/her maintain a good attendance record. Students who miss more than 7 times in a semester may be denied permission to attend school sponsored field trips. *We feel that illness or family emergency are the only absences that will be excused on a daily basis.* Upon the accumulation of eight (8) or more absences the student will be counted as unexcused without a doctor's verification and may be subject to disciplinary action. No make-up work will be accepted.

Pre-Planned Absences

If a student knows that he/she will be absent, we request that he/she obtain a pre-planned absence form in the attendance office. If a student wants to obtain his/her assignments in advance of this absence, a pre-planned absence form must be taken by the student to each of his/her teachers at least one full day in advance of the day(s) which the student will be out of school. If one full day notice is not given, teachers may refuse to give advance assignments and require the work to be made up upon the students return to school. Students are expected to

be current in their course work when they return.

College Visits

A senior is allowed two college visit days and a junior one day. All visits to local colleges (ICC, Bradley, and Eureka) will be limited to 1/2 day unless additional time is necessary. All visits must be pre-arranged and verifiable by the Assistant Principal or Principal. *Students should spend time with their counselors prior to visiting any college so that the time on this visit is well spent.* Students are encouraged to visit colleges during their vacation days because most colleges are in session during many of these times. If a student is unable to arrange their college visit during a vacation, the procedures for a pre-planned absence should be followed.

Unexcused Absences

Any absence which is determined to be unexcused by the Assistant Principal or Principal will result in a 0 and no make-up of any schoolwork missed. There may also be additional disciplinary action taken such as detention or suspension depending on the circumstances.

Early Dismissal

1. For Sophomores/ Juniors/Seniors

Sophomores/Juniors/Seniors having last hour study hall may leave school after their last class, providing the student is scheduled for six class periods. Those students are to be out of the building by the beginning of the next hour. Any problems, either academic or disciplinary, will result in the loss of the privilege for the individual student.

2. **For Students Who Work**

Work related early dismissal from school may be granted if the following conditions are met:

- A. Students must be in good academic standing - passing in all subjects.
- B. Early dismissal will not interfere with student's graduation requirements or academic program.
- C. Student must see that a "Request for Early Dismissal" form is completed and returned to school. Forms are available from the school and must be signed by the student, parents, and prospective employer.
- D. Student must remain employed. Periodic checks will be made with the employer.
- E. If early dismissal is granted, both student and parent must realize that the student should leave school immediately after dismissal time. A parent then assumes responsibility for the student.
- F. Except in unusual circumstances, no students or other seniors may have schedules changed for early dismissal to work.

3. **For All Other Situations**

Students may be released early for other reasons provided the Administration approves. Any student leaving school before the end of the day must be

excused by school personnel or the absence will be unexcused. A phone contact or a note will be required before the student is dismissed from the premises for any reason. Students who are absent for less than 100 minutes are credited with full day's attendance. All students, except for Co-op students, must be in attendance for six class periods.

Late Arrival

For seniors - Seniors may have either late arrival or early dismissal. Seniors having first hour study hall may elect to not arrive at school until the beginning of second hour. Any problems, either academic or disciplinary, will result in the loss of the privilege for the individual student.

Truancy

Any absence without a call or note from a parent or guardian and/or skipping a class or study hall period will be considered a truancy. Leaving class or study hall without permission and/or a valid reason may also be considered truancy. Since truancy is a serious matter, it will be treated as follows:

FOR THE 1ST OFFENSE OF TRUANCY, THE STUDENT WILL BE ASSIGNED AN OFFICE DETENTION. (6:00 P.M. - 8:00 P.M. Wednesday Nights)

A second offense of truancy will result in a three-day in school suspension, parental conference and/or notification of the juvenile officer in appropriate cases.

Tardiness

It is felt that a student's punctuality to school and class is

positively correlated to his/her academic success. Not only are tardies a problem for the individual, but they are also an unnecessary nuisance and irritation to the teacher and other students of the class.

1. **To School**

The following are examples of unexcused tardies to school:

- (1) Oversleeping - student responsibility
- (2) Missing bus when bus runs - student responsibility
- (3) Car trouble - driver and/or passengers (exceptions may be made when driving the car was a necessity).

Reasons for tardiness of students coming to school in the morning after roll has been taken but within the first 10 minutes of the day are evaluated by the administration.

A student will be given 2 "emergency tardies" per semester which can be excused by a parent/guardian's phone call or note. On the third tardy (after the emergency tardies) the student will be penalized as outlined below.

2. **To Class**

Generally speaking, tardiness to class is unexcused. There may however be, circumstances which permit a student to have an excused tardy. Individual cases are evaluated by the teacher involved and/or the Assistant Principal. The unexcused tardies then become part of the student's discipline file.

A careful record is kept of student's unexcused tardies. Three (3)

unexcused tardies in a semester will result in an office warning. Four (4) unexcused tardies in a semester will result in a second office warning. Five (5) unexcused tardies in a semester will result in a one-hour evening detention. Six (6) unexcused tardies in a semester will result in a two-hour evening detention. Seven (7) unexcused tardies in a semester will result in a two-hour Saturday morning detention. Nine (9) or more tardies in a semester will result in a four-hour Saturday Detention. Failure to serve a Saturday morning detention may result in an out-of-school suspension.

BEHAVIOR CODE

We want Dunlap High School to be a positive and constructive force in a democratic society. To achieve this goal, students must work in an environment conducive to learning. In order to maintain an atmosphere for learning, the Board of Education has adopted policies and regulations designed to protect the rights of those who desire to learn.

Most students are basically concerned individuals. However, there must be regulations which are to be supported by students, and parents alike, to meet the needs of all students and the educational program.

Parents and students are urged not only to read these policies, but also to know them. Hopefully, as a family, you can discuss these policies and the need for such.

We hope to allow students as much responsibility as they are capable of handling. We feel that learning to handle responsibility and making choices and decisions are important parts of a high school education. We assume that most high school students are mature enough to

know the difference between right and wrong. The responsibility of self-discipline is aimed toward the individual; therefore, we do not feel it is necessary to dictate every detail of proper behavior to a Dunlap High School student. However, some written policies are necessary for those who cannot practice self-discipline and to insure fair and just treatment for all students.

A student's behavior must not in any way interfere with the educational process of the high school, be damaging to the property of the school, nor interfere with the rights of his/her actions, conduct, and behavior, and is expected to conduct himself/herself properly at all times. Any conduct or actions which are detrimental to the operation of the education process will be dealt with accordingly.

Office Detention

Detention will be held each Wednesday from 6-8 P.M. in the high school. When a student is given an Office Detention, he/she is expected to serve that detention on the first available day on which detention is held. If the student doesn't serve on the first available day, he/she will be given a second opportunity. If a student "owes" two Office Detentions he/she must serve on both of the first two available dates. If the detention is missed for any reason other than an extreme emergency, he/she will receive a one day in-school suspension. A student who has been assigned a detention may be barred from attending any school-sponsored activity until the detention is served.

Suspension

1. Students receiving their first 3-day suspension of the school year may be requested to have

a parent conference with the Assistant Principal or Principal upon return to school. A suspension of 5 days or more will require a parent conference with the Assistant Principal or Principal upon return to school.

2. Section 10-22.6 of the School Code provides that the Board of Education has the power (which can be delegated to the Superintendent, Principal, or Assistant Principal) to suspend pupils guilty of gross disobedience or misconduct for a period not to exceed ten school days. Such suspension is reported immediately to the School Board and to the parents or guardian of the pupil along with a full statement of the reasons and a notice of their right to a review upon request. The Board or its delegate(s) have the power to suspend pupils guilty of gross disobedience/misconduct while riding the school bus. Students will be prohibited from riding the bus, and such suspension may continue until it has been reviewed by the School Board or a Hearing Officer appointed by it. At such a review, the parents or guardian of the pupil may appear and discuss the matter.
3. A suspension will become part of the student's temporary record file.
4. A student who is on suspension will be allowed to make-up assignments missed during the period of suspension. When the student returns to school, he/she may make-up any test given by his/her teachers. It is the responsibility of the student

to make arrangements for make-up of these tests and assignments, and he/she will be allowed as a general rule, one day for each day of suspension.

Since the students who were in attendance have already taken the tests, a different test may be given at the discretion of the teacher to fulfill the requirement missed while on suspension.

5. When a student is on suspension, he/she is not to be on or near the school premises unless permission is given in advance by the Assistant Principal or Principal. In addition, he/she is not to attend or participate in any school sponsored or school related activities such as athletic contests, musical events, plays, etc.

Expulsion

The Board of Education may expel pupils guilty of gross disobedience or misconduct for up to 180 school days. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board or its delegate(s) to discuss their student's behavior. Such request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. The Board, at such meeting, shall state the reasons of dismissal and the date on which the expulsion is to become effective. Expulsions shall be noted on the permanent record card as a drop. The school may deny students credit for work done in a semester they were expelled.

Defining Gross Misconduct or Disobedience

Any offense that has not been covered in other Board policies, but which is felt to be serious enough in the opinion of the administration, could result in an in-school or out-of-school suspension or possible expulsion from school according to the procedures outlined in the above suspension and expulsion policies.

Offenses which may be considered gross misconduct or disobedience, but not specifically limited to, shall be one or more of the following:

1. Theft, arson, assault and battery, and destruction or defacing of school, student, school personnel and visitor property. Students will be held financially responsible for such damage.
2. Possessing any object that would or could constitute a weapon.
3. Causing or attempting to cause physical injury or harm to any student school personnel, or visitor on school premises or at any school related or school sponsored activity.
4. Threatening, slandering, or intimidating any student, school personnel, or visitor. This includes any form of sexual, verbal, or physical harassment. The school district will **NOT** tolerate sexual harassment of students by other students or by adults at the school district. Harassment of any type based on sex, race or religion will not be tolerated.
5. Any act which interferes with or disrupts the normal operation of school or a school activity.

6. Violation of school drug/alcohol policy (see page 16.)
7. Involvement in any conduct on school premises or at any school related or school sponsored activity which violates local, state, or federal law where conduct poses a clear and present danger to the health, welfare, or safety of other students, school personnel, or visitors.
8. Gambling on school premises or at any school related or school sponsored activity.
9. Failure to comply with reasonable directions of any school personnel. This would include administrators, teachers, student teachers, bus drivers, maintenance personnel, cafeteria personnel, or any other authorized school personnel. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, etc.
10. Violation of school smoking policy (see page 16.)
11. Dressing or grooming in a manner which constitutes a threat to the health and/or safety of self or others or in a manner which causes an interference with school work or creates a classroom or school disruption (see page 18.)
12. Making or causing a false fire alarm, bomb threat, or any other knowingly false and disruptive rumor or phone call.
13. Exhibiting disrespect to any student, school personnel, or visitor.
14. Repeated offenses of truancy. (Any school assignment including detention.)
15. Possessing, authorizing, or transmitting materials that are considered by reasonable people to be immoral, illegal, obscene or pornographic.
16. Failure to submit to personal, locker, or automobile search when reasonable and probable cause for search exists.
17. Forgery or attempt to use a phone call, forged note, pass, report, school records, or any other deceptive or deceitful practice.
18. Repeated violation of school rules.
19. Possessing any electronic communication device that could be disruptive to the educational atmosphere.
20. Violation of probation conditions as established by the administration and Board of Education.
21. Use or possession of fireworks, firearms, water guns, water balloons, shaving cream, flammable materials, etc.
22. Reckless driving on or near school premises before, during or after school or at any school related or school sponsored activity. This would include a school bus if the driving impedes the normal operation of the bus route or constitutes a danger to the bus driver and/or passengers.
23. Gross repeated display of affection.
24. Gang activity and/or association with, including displaying gang symbols or

paraphernalia is prohibited on school grounds at any time including all school-sponsored activities both home and away.

25. Abuse or misuse of District 323 Internet Policy.
26. Violation of suspension rules.
27. Using or possessing a laser pointer unless under a staff members supervision and in the context of instruction.
28. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
29. Engaging in any activity on or off campus that poses a threat or danger to the safety of other students, staff, or school property.

Fighting Policy

The school has a “zero tolerance” policy towards fighting on school grounds. Students instigating a FIGHT with another student will be suspended a minimum of 7 school days.

Bullying Policy

No student should be subjected in school to bullying, aggression, violence, or hazing. Accordingly, aggressive student behavior including student bullying in all forms are prohibited.

Aggressive behavior is defined as assertive words and/or actions intended to threaten, injure, harass, provoke or incite another person or as hostile words and/or actions towards the property of another. Bullying is defined as student behavior which

hurts, frightens, threatens, or tyrannizes students who are either physically or psychologically smaller or weaker than the person engaging in bullying. In most cases, bullying is characterized by repeated harmful action on the part of the bully. Examples of bullying may include, but are not limited to:

1. Physical Bullying: may include punching, shoving, poking, hair-pulling, or other similar behaviors.
2. Verbal Bullying: may include name calling, teasing, gossip, humiliation, intimidation, or other similar behaviors.

The Administration is directed to provide to District schools and parents educational materials designed to assist in preventing bullying and to minimize the risk of being bullied. Students who engage in acts of bullying may be subject to discipline in accordance with the Board’s general student discipline policy. Such discipline may include verbal or written reprimand, in-school suspension, change of placement and/or out of school suspension or expulsion. Parental notification will be made in accordance with the Board’s student discipline policy.

Students who are victims of bullying may also be referred to the building level student support team for assistance including counseling or other supportive services from school or community agencies. In addition, school personnel shall monitor and identify students who exhibit behaviors that indicate a tendency toward aggressive behavior, including bullying.

School personnel who identify such students should refer the student to the student support team. The student’s parent/guardians shall be

advised in writing of the referral to the student support team and any action taken by the team concerning the student.

Upon receipt of the referral, the student support team shall monitor the student, review any non-school, community-based interventions for the students and consider necessary school based interventions including, but not limited to, referral for an evaluation to determine special education eligibility. If the student is currently a student with a disability, the student's IEP or Section 504 may, when appropriate, assume the functions of the building's student support team.

Inappropriate and/or Profane Language

Inappropriate and/or profane language will not be tolerated. Students using inappropriate language toward a teacher or any staff member may receive an out-of-school suspension. Any student referred to the office for inappropriate language at anytime will be subject to disciplinary action, such as an office detention or suspension.

Drug/Alcohol Policy

Possessing, using, selling, distributing, buying, transmitting, or secreting any alcoholic beverage/narcotic will result in a 10-day suspension from school and an expulsion hearing will be scheduled with the Board of Education. This includes look alike drugs, hallucinogenic drugs, marijuana, barbiturate, amphetamine, intoxicant, or paraphernalia relating to any of the above while on school premises. Partaking of any such elements prior to coming on school premises or attendance at a school related activity will be dealt with in the same manner

as described above. Any student who comes to a staff member seeking assistance for substance abuse, will be extended every possible means of aid to end the dependency. The student must do this when disciplinary action is not pending. (No financial assistance will be granted.)

Weapons Policy

A student, who is determined to have brought a weapon to school, any school sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year. The expulsion period may, however, be modified by the Board of Education upon recommendation of the Superintendent on a case-by-case basis. In no case may the expulsion exceed two calendar years. A "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look alikes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings an explosive device or firearm to school.

Tobacco/Smoking Policy

There will be no use of tobacco products (i.e. smoking, chewing, etc.) by students on school property or at school-sponsored activities. First offense is a 3-day suspension; second offense, 5-day suspension; third offense, 7-day suspension; fourth offense, 10-day suspension and hearing for expulsion). Any tobacco product found on school property will be seized. All suspensions for smoking will be out of school.

Activities Suspension

Any student found guilty of gross misconduct and/or disobedience may be placed on activities suspension for 90 consecutive school days or as determined by the administration. While on activities suspension, a student may not participate in or attend any extra curricular activities. Specific events such as baccalaureate and graduation may be allowed depending on the student's conduct during the suspended period. Violation of activities suspension will result in further disciplinary action.

These offenses shall have been committed:

1. on or near school property.
2. while attending a school related or school sponsored activity.
3. upon school personnel while in discharge of official business.
4. while on a school bus or other transportation authorized by school personnel.
5. in any other circumstances as determined to have a bearing on school, school personnel, or any school activity.

When students violate school rules and regulations they are also in violation of state laws or city ordinances, and a complaint may be signed by the administration with the Peoria County Sheriff's Department. Some examples of these violations are: 1) Possessing or using fireworks or smoke bombs; 2) Possessing, distributing, or selling drugs; 3) Theft; 4) Vandalism; 5) Assault.

Also, the school has the responsibility at all times to act in a manner which protects and guarantees the rights of students and parents. When an investigation by a law enforcement officer is requested at school, a parent or guardian will be contacted and an administrative policy and procedure will be followed.

Search and Seizure

The rights and privacy of the individual student to maintain personal property will be respected at all times. However, a search of a student's personal effects may be required when there is cause that the student is in violation of any school policies.

It should be noted that all school grounds, including the parking lot and student lockers, are school property. As such, the school has the right to regulate parking lot usage and to search any locker and the contents thereof.

Discipline Referral

A student may be referred by any school district personnel to the administration for misconduct in class, at school, on a school bus, or at any school sponsored activity home or away. The referring person must then submit, in writing, a detailed documented account of the incident before any disciplinary action will be taken.

A copy of the final disciplinary action will be given to the parent/guardian and the referring person.

Possible disciplinary action, depending on the circumstances may include one or more of the following:

- 1) Warning to student;
- 2) Conference with referring person and student;
- 3) Conference with parent/guardian and student;
- 4) Detention or detentions;
- 5) Suspension from class, school bus, school activity(s), and/or school;
- 6) Removal from class or school bus;
- 7) Maximum suspension from school (10-day) and recommendation to Board of Education for expulsion.

Dress at School and School Activities

THE FOLLOWING RULES WILL PREVAIL FOR ALL SCHOOL FUNCTIONS AND/OR ANY SCHOOL RELATED ACTIVITIES:

1. Dress and appearance must not be disruptive to the educational process.
2. Dress and appearance must not constitute a threat to the safety or health of self or others.
3. Clothing displaying offensive or suggestive words or symbols will not be worn including those with sexual connotations.
4. No articles of clothing which promote, endorse, or in any way advertise alcohol, drugs, tobacco products, or any illegal substances should be worn.
5. Dress and appearance must be such that all students are covered from shoulders to mid-thigh. Shirts must have sleeves - no tank tops.
6. All students must wear shoes.

7. No hats, caps, bandannas or wallet chains are to be worn in the high school.
8. No outside wear (i.e. coats) should be worn in the building without special permission.
9. Book bags are to be used to carry materials to and from school. They are not to be carried from class to class during the regular school day.
10. Hair dyed in any non-natural color will not be permitted.

Inappropriate dress will be determined by the school administration. **Students in violation of the dress code will be unexcused from class or classes until appropriately attired.** Repeated offenses will result in further disciplinary action.

Excessive Show of Affection

An excessive show of affection is disruptive to the educational climate of the school. Students will be referred to the Assistant Principal.

Electronic Devices

Music boxes, individual stereos with headphones, radios, C.D. players, and similar devices are not to be used or in a student's possession during regular school hours. They are often a disturbance to others, disruptive to the educational process, and the target of theft.

Cellular Phones or Pagers

Pagers, cellular phones and similar devices are not to be used during regular school hours. Using a cellular telephone in any manner that disrupts the educational environment violates student conduct rules.

GENERAL INFORMATION

Closed Campus Policy

Dunlap High School has a “closed” campus policy. Once students arrive at school, they are to remain on school property until school is out or they are properly authorized to leave. Policies on the utilization of various parts of the school property will be developed as the need dictates. No one is to be in the parking lot or enter a vehicle during school hours, unless permission is granted by school personnel.

Hot Lunches

Hot Lunches are served during all three lunch periods. Students who do not wish to purchase a hot lunch may bring a sack lunch from home. Milk may be purchased at school. No food or drink is to be taken from the Commons at any time without permission for special class projects. Such items will be confiscated. Since there are classes in session during all lunch periods students are to remain in the Commons, until the end of their lunch period. You must have a pass to be in any other area. During school hours no one is to be in the parking lot or enter a vehicle without permission from school personnel.

Parking Policy

Students must purchase a parking permit from the front office, if they would like to drive to school. A “Vehicle Registration Form” must also be filled out and turned into the office. Students will be assigned a permit number, and this permit must be hung from the rear-view mirror at all times. Students may not share permits with other students. Cost of the permit is \$2.00.

Student Insurance

Insurance coverage for accidents at school is offered during the first two weeks of school at a minimum fee for those who want it. All students out for high school football must be covered by adequate insurance to cover football injuries. Two alternatives are available to satisfy this requirement:

1. Parents may sign a certificate form (provided by school) verifying student is covered under a family plan for injuries sustained while participating in football.
2. Student may purchase insurance coverage for football injuries through a plan offered by the school district.

All other students participating in high school interscholastic athletics shall purchase at least the minimum student insurance coverage or a statement shall be presented by the parents, in writing, that they do not desire to purchase the student plan presented by our District.

It is the student’s responsibility to report any accident to the appropriate staff member or to the office immediately upon its occurrence. All claims must be reported to the Insurance Company by the high school office within a 20-day period to be eligible for payment.

Library/Technology Center

The Dunlap High School Library/Technology Center provides over 8,200 books and 20 magazine titles for school assignments and reports. Also available for student use are two computer labs with a total of 50 computers. The Info Trac

magazine and newspaper CD-ROM database and Bibliofile (book) CD-ROM database gives students access to over 3 million books via Inter-Library loan through the Alliance Library system in conjunction with the First Search database in Dublin, Ohio is available and funded through a State Library Grant

The Library is a quiet study area. Students who cause disturbances may be asked to move to a different area or to leave the library entirely. Loss of library privileges will result if problems occur. Students need a place to concentrate without disruptions and the library strives to meet this need.

Students may receive a pass from their study hall teacher to come to the library to read a magazine or newspaper. Also research passes are available.

Students who would like to serve as a student Librarian should talk with Mr. Sullivan at the beginning of the semester for information. Students are encouraged to browse through books and magazines as well as study in the Library before or after school. Begin your new year by taking advantage of all that the DHS Library has to offer you! New students are encouraged to stop in the library and meet Mr. Sullivan for a special tour.

Lockers

Each student will be assigned a locker with a combination lock for storage of books and wearing apparel. Lockers remain the property of the school. Keep your belongings in the locker to which you are assigned and do not keep large sums of money or other valuables in your locker. Considering the location and closeness of the lockers and the

possible distance between classrooms, it is urged that students plan to take books for two or three consecutive classes to avoid trips to lockers between every period. A fine of \$10.00 will be levied for any locker not properly cleaned out at the end of the school term. All writing, stickers, etc., must be removed.

It is important to note that these lockers are furnished to the students for the student's use. However, these lockers remain the property of the school, and should the occasion arise, inspection of these lockers may be made by the school personnel to insure that the lockers are being used for the purpose intended by the school.

The locker system for boys' and girls' PE and athletics will vary. The teachers and coaches will explain procedures at the opening of school.

Lost and Found

Any articles that are found should be taken to the high school office. If you have lost anything, check with the secretary in the high school office.

Passes

A student wishing to be excused from Study Hall to confer with a faculty member must secure a written pass from the teacher he or she wishes to see. These passes must be secured before the start of the hour; a student may not leave the study hall to get a pass except in cases of emergency.

Posters

Posters on display on school premises must be approved by the sponsor of the club or class sponsoring the activity or election and/or administration. The sponsor should initial the poster and indicate the date it is to be put up and taken

down. Posters from organizations outside the school must be initialed and dated by a staff member or the office. Posters are limited to the Commons area, the bulletin board outside the office, and the bulletin board provided in the Library area. The bulletin boards outside the guidance offices are for Guidance Department use only.

Fire Drills

As required by law and for safety purposes, fire drills are held periodically. Fire drills are signaled by a prolonged ringing of the fire alarm horn. Exits are posted in each room. Teachers and students should be aware of the exits and alternates. The main exits should be used. Whenever the fire alarm sounds, students (under the supervision of teachers) should vacate the building using the Main Exits listed. Please read the list and become familiar with the areas where you will have classes – it could become extremely important later. Students should remain on the sidewalks and patio areas when possible. Students should move far away from the building keeping a watchful eye for traffic on the school roads and parking lots. The class bell will ring to indicate an “all clear” to return to the building.

Should anyone be in an area not designated below or be unsure where to go when the alarm is sounded, he/she should leave the building by the nearest exit. Watch for crowds of people and follow their exit.

Room	Main Exit	Room	Alternate Exit		
		F7	Exit To S. Doors To Parking Lot		
Art Classrooms	Exit S. Main Entrance	Classroom	Exit N. Door Commons		Exit W. Up Ramp Out Entrance
		F5	Out Back To S. Door		Exit W. Up Ramp Out Entrance
Auditorium	Exit E. Door to S. Main Entrance	Classroom	Exit W. to S. Doors		Exit North To Commons
		Fine Arts	Exit South Main Entrance		North Service Door
Auditorium (South Floor)	Exit S. Main Entrance to Parking Lot		Exit N. Floor to Sidewalk		Exit E. Vestibule to Parking Lot
		Auxiliary	Exit N. North Doors		
Auditorium Balcony	Exit Down Stairwell Out S. Main Entrance to Parking Lot	Gym	Exit N. Door to W. Exit to Sidewalks		Lot
Back Stage	Exit N. Door to Sidewalk	State/	Exit Down Stairwell Out South		Exit N. Door Out To Sidewalk
Band Room	Exit W. Vestibule Door To Parking Lot	Orchestra Pit	Exit Main Entrance To Commons		Exit Freshman Commons S. Door
		Town Center	Exit W. Door Stairs To		Exit E. To Gym Vestibule
Chorus Room	Exit S. Main Entrance To Parking Lot	Training Room	Exit S. Main Entrance		Door Out To Parking Lot
Commons	Exit S. Main Freshman Entrance To Parking Lot	Weight Room	Exit N. to Main Hallway		Exit To S. Door Out Entrance Vestibule
Conference Room	Exit S. To Commons To Main Freshman Entrance To Parking Lot	Office	Exit N. To Main Hallway		Southeast Front Door
		S3 & S4	Main Front Door		Main Front Door
Darkroom	Exit S. Main Entrance	Classrooms	Exit to Commons Out N.		
		N7, N8A,	Service Rear Door		North Door To Patio
S3 Classroom	Exit W. Door Up Ramp To S. Main Entrance	N8B, N9A, N9B	Exit To E. Hallway Out Freshman Main Entrance		
F4 Classroom	Exit To E. To S. Door	C1, C2, C3, C4	Exit W. To Ramp Out Main Entrance		Main Front Door
F3 Classroom	Exit N. To Ramp to Lobby Out S. Main Entrance	S5, S6, S7	Exit To Freshman Commons		Southeast Front Door
		S9, S10, S11, S12	Exit To S. Door Exit Door Parking Lot		N. Door To Patio
F2 Classroom	Exit N. To Ramp To Lobby Out S. Main Entrance	Library	Exit Library Exit Door Out S.		N.E. Rear Door Lib. To
		N1, N2, N3,	Door North Rear Door		N. Door To Patio Rear
F1 Classroom	Exit To E. To S. Door To Parking Lot	N10, N11, N12	Exit W. To Ramp Out Main Entrance		Lounge Door Lib. To
S4 Classroom	Exit To S. Commons Door To E. To Commons Exit S. Door	Teacher's Lounge	Exit North Rear Door To E. Rear Library Door		Science Office Door
		N4, N5, N6,	Northwest Rear Door		North Door to Patio
F10 Classroom	Exit To S. Doors To Parking Lot	Sci. Office	Exit S. Turn W. Exit N. Door		
		A7, A1, A2, A6, & A8	Exit W. To Ramp Out Main Entrance		Side Door To Shop Garage Doors
F9 Classroom	Exit To S. Doors To Parking Lot	A3, A4	W. Side Door To Hallway		Main Front Door
		Kitchen	Exit Rear Library To Service Drive		Rear Service Doors Side
F8 Classroom	Exit To S. Doors to Parking Lot		Exit W. Up Ramp Out Main Entrance		Doors To Pool
		Commons	Exit Main Front Door		Patio
		Pool	Alternate Exit Doors		If Side Out – Use Commons

Severe Weather and Disaster Procedures

This plan is to be used in the event of a tornado, severe storm, or other external wall element which endangers the building structure.

THIS DOES NOT INCLUDE FIRE. The school has a Civil Defense weather monitor to help get current weather information at all times. All necessary information and/or instructions will be given via the intercom or passed by word-of-mouth by responsible staff members.

The following procedure will be followed when there is a possibility of danger:

1. A weather watch condition that exists which may cause severe weather will not be generally announced. The principal, teachers, and other school personnel will keep up with weather announcements.
2. When the weather watch is changed to a warning (severe weather sighted in the area), an alarm will be voiced via the intercom system by authorized school personnel.
3. All students and teachers are to move immediately to shelter areas when the warning is announced.
4. All persons are to assume a seated position on the floor. When danger seems imminent, the head should be kept down and the hands locked over the head.
5. Keep away from outside walls, doors, and windows. For safety, students at the end of the hallways should close doors.

6. Remain at least 40 feet from exit doors and external building openings.
7. Leave passageway through the center of each hallway.

Shelter Locations and Assignments:

Remember, the safest areas are in rooms, narrow hallways, and away from any glassed-in areas. Never take cover in large open areas such as the gym, Auditorium, Commons, or Pool. With recommendations from the Civil Defense, the following areas have been designated as shelter areas. When a warning is announced, all persons should proceed in orderly fashion to the specified locations. There may have to be "on-the-spot" revisions depending on the number of students to be accommodated at the time.

1. Administrative Area
Conference room and guidance offices
2. Room S11 – Go to Room #S9
3. Communications Area -
offices & rooms
S1,2,3,4,6,7,9,10
4. Business Ed Area – in hall
outside #S8, S12
5. Library - Enclosed office, south & north hallways with fire door closed
6. Social Studies Area – Enclosed classroom and office
7. Math Area - Office and hallway outside room N10
8. Resource Rooms - enclosed classrooms, C1, C2, C3, C4
9. Science area - Storeroom, Chemistry Storeroom, Restrooms by Social Studies Room N1
10. Teacher's Lounge - restrooms

11. Home Economics Area - Home Econ. Office, hallway outside office, room A7
12. Shop Area - Office and store rooms, if necessary, Room A2
13. Art- Storerooms and hallway outside Room A1 with the fire doors closed
14. Kitchen - storerooms and bathroom
15. Gym Area - Girls Locker room
16. Swimming Pool - shower rooms and storeroom
17. Music Area - Office and hallway outside Music Room
18. Commons - Students here should go into the hallways outside of the guidance door. Overflow should go in the Home Ec. Rooms A7
19. Freshmen Academy – Rooms F2, F3 should go into the Freshmen ramp. F4 should go into F1. F5, F6, F7 and F8 should go to north side of the lockers. F9 and F10 should go to girls restroom.

Additional Instructions: A severe weather warning can be serious, therefore, teachers and students should use all caution to follow instructions. You should know where you are to go to seek shelter from any area of the building. In addition:

1. Teachers should be the last to leave the room. Keep your students under supervision; take class list; check roll after the danger is past. Students should explicitly follow directions from the teacher.
2. All windows and doors are to be closed.

3. No student is to leave the building without direct permission from the office.

4. Generally seek protection in the east and north sections of the building.

5. Should you be unable to get to shelter in the areas outlined, seek shelter as far away from glassed-in areas as possible. The best places are the north and east sides of inner walls.

Teaching of Evolution Policy

Evolution is a scientific theory that seeks to explain the origins of life as well as other related issues. The Dunlap District # 323 Board of Education expects teachers to teach the theory of Evolution as they would teach any other well-recognized scientific theory. This means providing evidence in support of the theory, as well as reasonable arguments against such theory.

Student Telephone Use

Students may use the telephone in the office only for illness or in the case of an emergency.

Visitor's Policy

Adult visitors (individuals and/or groups) are welcome to visit school for worthwhile reasons. Be sure to contact the high school office well in advance of a desired visit so that proper arrangements can be made.

Students from other schools are not permitted in the school building during the school day unless they have advance permission from the high school principal/assistant principal and they have a valid reason. Visiting friends is not a valid reason. No student will be allowed to visit without prior permission from the office. This permission must be secured at least 24 hours in advance.

All visitors must report to the office. They will be given a pass to wear while in the building and are requested to wear it at all times so that other staff members will not have to inquire as to whether they have been cleared to visit.

New Students

Students new to Dunlap High School must have a current physical, birth certificate, and in appropriate cases, present official papers of custody and evidence of residency.

Physical and Dental Examinations

The State School Code requires that each student must have on file an up-to-date physical examination and complete record of required immunizations. All students in Illinois must have a health and dental examination within one year prior to entering the 9th grade. All transfer students must also be in compliance and if the student transfers from another state, he/she is required to have an Illinois examination. Schools will be audited and if student health records do not meet state requirements, funds will be deducted from the school's state aid payments. In addition, we are required to exclude students from school who are not in compliance with the law.

Students who enter after the start of the school year will have thirty (30) calendar days to submit the required medical and dental exams. Also, requirements for 9th graders and transfer students do not always comply with state requirements until graduation. Example: The last booster for Diphtheria, Tetanus and

Polio must have been within the last 10 years.

PHYSICAL EDUCATION

Physical Education Excuses

All students are required to pass eight (8) semesters of Physical Education Class. Names of all students assigned are recorded in the teacher's grade book. Permanent medical excuses written by a physician are noted in the grade book, and the excuse is filed in the office. Necessary schedule changes will be made by the Counselors. Medical exclusions authorized by physicians count toward meeting the eight semesters of Physical Education requirements, but credit for graduation is not given for any semester in which the student is not enrolled.

If a student has an illness or injury which prevents the students from participating in Physical Education Classes, a temporary medical excuse written by a physician or practitioner is required.

Students with long-term medical excuses which excuse them from PE for a week or more will be assigned to study hall. Those students whose excuse is for the duration of the semester will receive a semester grade of (M.) A (M) fulfills the Physical Education requirement, but no credit is given. When a student will be out of PE for a few days or week or if he/she is given an (M) out of a particular unit, credit will be extended if he/she participates in two-thirds of the units of any one nine-week period and does the required written assignments. A grade can be given. This grade along with participation points justify a semester grade, and thus credit.

Grades in Physical Education will be determined in a variety of ways. Points will be given daily for proper dress, effort shown, and participation. Also, written tests and skills tests will be included in the final average.

Since by its nature, Physical Education requires physical activity students are required to dress for class in a physical education uniform. This uniform consists of a DHS PE Shirt, matching gym shorts, and tennis shoes (or an approved swimming suit when applicable). Students who fail to dress will be penalized by losing points for each time they are not prepared for class.

Jewelry of any kind may not be worn during PE class, due to injury prevention reasons.

Policy for Not Dressing for Physical Education

A student who does not dress will be subject to the following guidelines during each nine-week grading period:

1. One “no dress” day
RESULTS in a loss of daily points (3); first warning.
2. Two “no dress” days
RESULT in a loss of daily points (3), counselor referral with parent telephone contact by the teacher.
3. Three “no dress” days
RESULT in a loss of daily points (3), an office referral with an office detention (loss of 1 letter grade.)
4. Four “no dress” days
RESULT in a WF to study hall for 9 weeks with mandatory course retake. If a student does not complete PE for a grading period because of the above “no dress” policy or is removed for disciplinary action, he/she must repeat the nine weeks.

Students will not be allowed to miss Physical Education classes for

attendance at club meetings or to complete classroom work or remediations. If a student misses only the hour he/she has PE, he/she will be penalized with a “no dress” day unless the student is excused medically. An unexcused absence counts as a “no dress” day. Students who do not dress for PE may not participate in after school activities on that day. Also, students who are medically excused from PE will not be allowed to participate in sports or other physical activities.

Physical Education equipment will be distributed to the students for use in the class setting. Willful damage to this equipment will result in a charge to the student for replacement costs.

Physical Education Exemptions

Any junior or Senior who is a member of a Dunlap High School athletic team or any band member who does not have a study hall may opt to take an exemption (E) from Physical Education while the sport is in progress. An exempt grade (E) for a semester will not count as credits toward graduation but will apply toward the eight (8) semester PE requirement.

Within three days after the final contest of their sport’s season, these students MUST report back to PE class even though he/she may be going into another sport in a short time. It is the student’s responsibility to report back to PE class once his/her sport has ended. Students who fail to report back as outlined will forfeit their exempt status and be given an “F” for the grading period.

INTERNET POLICY

Internet access is available to students and teachers in Dunlap Community Unit District 323. The

Internet offers vast, diverse, and unique resources. The District's goal in providing this resource is to promote educational excellence by facilitating resource sharing, innovation, and communication. District 323 firmly believes that the valuable information and interaction available via the Internet will enhance the educational program offered by the Dunlap Schools.

Risk

With access to computers and people all over the world comes the availability of material that may not be considered appropriate for student use. Sites accessible via the Internet may contain material that is illegal, defamatory, obscene, inaccurate, or controversial. District 323 has taken precautions to restrict access to controversial materials. Each computer in District 323 capable of accessing the Internet has installed a software package designed to block objectionable web sites. An additional software package that blocks objectionable sites is also installed on District servers that connect to the Internet. However, no manufacturer of such software offers a 100% guarantee that their product will eliminate all objectionable sites. The technology available today is not capable of achieving this goal.

Technology can still be supplemented by human resources, however, and District 323 believes that supervision is still the most effective way to discourage students from accessing inappropriate information on the Internet. Every effort will be made to insure that adult supervision is present while students are accessing the Internet. While the District makes every effort to prevent students from directly or indirectly accessing objectionable web sites, it must be understood that

at this time no system will insure complete security.

Terms, Conditions, & Privileges

The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time.

Acceptable Use

Students who use the Internet are responsible for their own actions. Those who access the Internet must do so in conjunction with the permission of their instructor. Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
- d. Recognize that electronic mail (E-Mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.

- f. Consider all communications and information accessible via the network to be private property.

Unacceptable Use:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting a material in violation of any U.S. or State regulation.
- b. Unauthorized downloading of software, regardless of whether it is copyrighted.
- c. Downloading copyrighted material for other than personal use.
- d. Using the network for private financial or commercial gain.
- e. Wastefully using resources, such as file space.
- f. Gaining unauthorized access to resources or entities.
- g. Invading the privacy of others.
- h. Using another user's account or password.
- i. Posting material authored or created by another without his/her content.
- j. Posting anonymous messages.
- k. Using the network for commercial or private advertising.
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or

illegal material, (unintentional accessing shall be immediately made known to the System Administrator and Superintendent)

- m. Using the network while access privileges are suspended or revoked.

No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it provides. The District will not be responsible for any damages you suffer or cause. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.

Security

Network security is a high priority. If you can identify a security problem on the Internet, you must notify your teacher or the librarian. Do not demonstrate the problem to other users. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other part of the network. This includes, but is not limited to, the uploading or creation of computer viruses.

Consequences of Policy

Violation

An attempt to violate the provisions of this policy may result in revocation of the user's Internet access privileges regardless of the success or failure of the attempt. Further disciplinary action, as outlined in District 323 policy, including notification to state and federal authorities, may also be taken.

SCHOOL ACTIVITIES

Extra-Curricular Activities

A number of organizations in your high school offer you an opportunity to take an active part in extra-curricular activities. **DO NOT JOIN TOO MANY.** It is better to participate actively in a few rather than spread your interests in too many areas. You must remember that your first obligation is to your academic work. The following is a list of clubs, organizations, and extra-curricular activities.

- Art Club
- Class Officers
- Eagle - School Year Book
- F.B.L.A.
- F.C.C.L.A.
- Student Council
- National Honor Society
- Speech Team
- Madrigals
- School Plays / Musicals
- Show Choir
- Scholastic Bowl

- Cheerleading
- F.F.A.
- Dance Team
- Key Club
- Snowball
- School Newspaper
- Multi Cultural Club
- Fine Arts Club
- LEAF Club

Sports

Football	Volleyball
Golf	Swimming
Baseball	Softball
Track	Cross Country
Tennis	Basketball
Soccer	

Extra-Curricular Eligibility

Participation and attendance at school sponsored activities is encouraged. Basic attendance and academic standards students must meet in order to participate in or attend these activities. These standards are the minimum requirements of the Illinois High School Association for all IHSA sanctioned activities. In order for a student to compete in any high school athletic contest, his/her name must appear on an eligibility list. This list is compiled by the Athletic Director and Principal and only students who are eligible under all IHSA rules and regulations are listed. In an effort to be fair to all students and to increase pride and responsibility in all that participate in school events, we have set the following as minimum standards for all students who wish to participate in any public activity.

Attendance: It is preferred that the student be in attendance for the full day. If the reason for absence is because of illness, the student must be in attendance for at least four consecutive clock hours during the school day. If not present, the student

may not participate in any event or practice that day. If a student is absent all day because of illness, he/she may not attend any school activity that evening. Exceptions to this rule are emergencies or planned absence through the office. Permission will be granted for special reasons such as funerals, doctor or dental appointment, college visitations, etc.

Academic: Grades will be checked at the end of each week during the fall, winter and spring sports seasons. This grade check will determine the eligibility for the following week (Monday-Sunday). A student must be passing four (4) solid subjects to be eligible. Band, chorus, driver education, and physical education do not count as solid subjects. If a student does not pass four solid subjects per semester, he/she will be ineligible for the following semester.

Dunlap High School Activities Code

In order for a student to realize his/her full potential he/she must commit to a lifestyle which promotes physical and mental fitness. Therefore, the following activity code has been established to guide students who represent Dunlap High School in extra-curricular activities, clubs, and organizations.

Once a student begins participation in any extra-curricular activity he/she is subject to the Activities Code for the remainder of his/her years at Dunlap High School. This code is enforced through all 12 months of the year. An activity participant shall be disciplined if he/she commits any of the following violations regardless of the time of year or whether they are on or off school grounds:

1. Use of, possession of, or distribution of alcohol, marijuana, or any illicit drug, or abuse of prescription drugs.
2. Use of or possession of any tobacco product.
3. Theft or vandalism of any school or personal property.
4. Acts of inappropriate conduct in which the student is involved such as attending or participating in a fight. Cheating, physical or verbal abuse of students, school personnel, contest officials, contestants, coaches or spectators.
5. Any activity that may detract from the image and standards of Dunlap High School may result in a penalty. Example: involvement in criminal or immoral activity as determined by police or certified school personnel.
6. Being in the presence of the illegal use of drugs or alcohol.

An activity code violation to the above six areas will be substantiated by reports from District Staff, reports from Law Enforcement Officials, or as a result of self-admission. If a violation appears to have occurred from the information received, the student will be questioned by the Principal or Assistant Principal. A meeting may also be scheduled with the parents or guardians, and Principal and /or Assistant Principal. In either instance the information received will be revealed and the student will be asked to make a statement as to the accuracy of this information. If an Activities Code

violation has been committed in the opinion of the administration, an activities code violation meeting will then be scheduled.

Parents or guardians are asked to assume the responsibility of insisting that their child be honest and accept the consequences for their actions if they have been improper. Parental support is vital in seeing that their child accepts responsibility regardless of how other students have acted or been disciplined in the past.

Extracurricular Drug and Alcohol Prevention Program

The Dunlap High School Drug and Alcohol Prevention Program is maintained in order to foster the health, safety, and welfare of all its students. In addition, Dunlap High School may offer educational programs to students and families which may include student and parent assemblies, and clubs such as Snowflake and Snowball whose mission is to address substance abuse and promote healthy lifestyles. Dunlap High School counselors also serve as a resource to students and families through the suggestion of agencies that address substance abuse.

Testing Procedures

1. Monthly, throughout the school year, the Building Principal or designee will randomly test six to ten extracurricular participants including club membership and parking permit holders for drug and alcohol testing. The random selection will be conducted by the testing agent.
2. All students will be offered a component of the program referred to as "Safe Harbor." A student is eligible for Safe Harbor when he/she refers himself/herself for voluntary

evaluation and treatment for alcohol or drug problems. Students are eligible for the Safe Harbor component once throughout their high school career. A student is not eligible for Safe Harbor after he/she has been informed of an impending drug/alcohol test or after having received a positive finding on a Dunlap drug/alcohol test or are in the school discipline process for drug/alcohol violations. A student may remain in Safe Harbor for 6 weeks. The student must be administered a drug/alcohol test at the end of the Safe Harbor component at the parent/guardian expense. The student will be placed back in the random pool for drug and alcohol testing upon completion of Safe Harbor. Students request for entry into Safe Harbor and placement into Safe Harbor will be kept confidential.

3. A parent/guardian and their student who is involved in extra-curricular activities including club membership and parking permit holders must sign a consent form that allows drug and alcohol testing.
4. No student will be given advance notice or early warning of the testing.
5. If a student refuses to take a test when randomly selected, the student shall be considered to have received a "positive" result and the consequences of such will be invoked.
6. Drug and alcohol testing will be performed by urinalysis. Upon being selected for a urinalysis test, the student shall provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
7. A representative of the laboratory will accompany the student until he or she produces an adequate urine specimen. The representative will wait outside the restroom stall. If

unable to produce a specimen, the student will be given fluid. If unable to produce a specimen within 2 hours, the student will be taken to the Building Principal's office or designee and told he/she is ineligible for participation in any extracurricular activity. In addition, the parent(s)/guardian(s) will be contacted and informed the student is unable to produce a sample for the testing procedure and he/she must be tested at a later date in order to be eligible.

8. A student will be ineligible for all extracurricular activities for 1 calendar year if he or she tampers or cheats during the collection. This will be reported to the parent(s)/guardian(s).

9. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site.

10. Each specimen is given to the laboratory for testing for alcohol, marijuana, amphetamines, cocaine, opiates and phencyclidine and steroids.

Test Results/Consequences

1. The Building Principal or designee will be notified of a student testing "positive" The Building Principal or designee will notify the student and his or her parent(s)/guardian(s). In addition, a medical review officer will contact the parents(s)/guardian(s) to discuss the findings and inquire about possible prescription(s) that may have led to a student testing positive.

2. The student or his or her parent(s)/guardian(s) may submit any documented prescription or explanation of a "positive" test result. In addition, the student or parent/guardian may request that the same urine specimen be tested again

by our testing agent at the parent/guardian's expense. Students will be suspended from all activities pending the re-test of the specimen.

3. If the test is verified "positive," the Building Principal or designee will meet with the student and his or her parent(s)/guardian(s). The student and parent(s)/guardian(s) will be given the names of counseling and assistance agencies.

a. If a student refuses to take a test when randomly selected, the student shall be considered to have received a "positive" result and the consequences of such will be invoked.

b. If a first "positive" result is obtained during the student's attendance at Dunlap High School, the student will have parking privileges revoked for the remainder of the quarter they tested positive and the following quarter and they will be suspended from the activity, game, competition, event or club activity for one-third (1/3) of the season.

c. If a second "positive" result is obtained within one calendar year of the first, the student will have parking privileges revoked for the remainder of the school year and the student will be suspended from all activities, games, competitions, events or club activities for one calendar year from the date of the second infraction.

d. If a third positive result is obtained within one calendar year from the date of the second infraction, the

participant shall not be allowed to participate in extracurricular activities including club membership for the remainder of his or her high school career and will have parking privileges revoked for one calendar year.

e. Students who test positive must be administered a drug/alcohol test at the parent/guardian expense prior to reinstatement of extracurricular activities.

If a positive result occurs in season with less than one-third (1/3) of the regular season events, competitions, events or club activities remaining, the student will be suspended from all remaining regular and post season events. This suspension will then be carried over to the next activity in which he/she participates until the penalty has been satisfied. If the student is involved in more than one activity at the time of a positive result, the applicable suspension will apply to each activity.

Financial Responsibility

1. Under this policy, the School District will pay for all initial random drug tests. 2. A request for another test of a "positive" urine specimen is the financial responsibility of the student's parent(s)/guardian(s). 3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student's parent(s)/guardian(s).

Confidentiality

Information on a verified "positive" test result will be shared on a need-to-know basis with the student's coach or sponsor. Under this drug testing

program, no staff, coach, or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than in response to a legal subpoena. Positive results will not be disclosed to law enforcement authorities.

The results of "negative" tests will be kept confidential. Result sheets will be locked and secured in a location to which only the Building Principal or designee has access.

Other Rules

Apart from this drug-testing program, the Illinois High School Association as well as each activity's coaching staff or sponsor may have their own rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and requirements.

Activities Code Violation Meeting

When a violation has been determined by the Administration to have occurred, there will be a meeting of the Activities Board which is comprised of the Principal, Assistant Principal, Athletic Director, and Coach(s) or Sponsor(s). The facts will be presented by the Administration and after discussion with all individuals present, a decision will be made as related to any disciplinary action that might be appropriate.

A mandatory parent meeting must be attended by parent/athlete prior to beginning the first sports season. Students will not be allowed to practice or try out for a team unless the meeting has been attended by the

parent/student. Meetings will be held before the start of the fall, winter and spring seasons. Parent and student are required to attend only one meeting each year.

Any violation of the stated policy will result in one of the following:

1. If a student violates the activity code during a season in which he/she is participating; he/she will be suspended from the activity for one-third (1/3) of the season. NOTE: A season is defined as the first official practice day through the award night for that season.
2. If a violation occurs in season and at least one-third (1/3) of the regular scheduled events remain, the student will be suspended for one-third (1/3) of the activities/games scheduled.
3. If a violation occurs in season with less than one-third (1/3) of the regular season events remaining, the student will be suspended from all remaining regular and post season events. This suspension will then be carried over to the next activity in which he/she participates until the penalty has been satisfied. If a violation occurs out of the season, the student will be suspended from competition for one-third (1/3) of the regular season events of the next activity in which he/she participates.

4. If a student violates the activity code while out of season and it is a first offense, suspension from the next activity for one-third (1/3) of the regular season contests (actual games played) will occur. The student will begin practice and continue to practice through the suspension. He/she will not be allowed to dress or participate in contests but would be required to be on sidelines dressed in appropriate street clothes.
5. If a student has a second violation of the activities code within one calendar year of the first, the student will be suspended from all activities for one calendar year from the date of the second infraction.

**Maroon and Gold games and/or scrimmages do not count toward the consequences of a violation of our Athletic Code.

NOTE: Students currently under Activities Code penalty will be held to conditions of that penalty.

Right of Appeal

A student who feels that the Activities Board made an incorrect decision has the right to appeal the decision to the Superintendent of Schools.

Rules for the Game:

1. As a representative of Dunlap High School, you should dress appropriately for all athletic activities.
2. Hustle and exert best effort at all times.

3. No bickering with opposing players, spectators, officials or coaches.
4. No profanity.
5. No arguing with officials.
6. When leaving the field or floor as a result of substitution, hustle to the bench.
7. When not in the game, all players on the bench must give their attention and loyalty to those players in the game.
8. Do not be a braggart in victory. Accept defeat humbly and without excuse.
9. When we play away from home, you must go and return with the team unless other arrangements are made with your coach ahead of time.

Transportation To and From Practices/Games

Any parents/guardians who wish to transport their child home from a game must "sign their child out" in person with the coach after the game. No notes will be accepted.

ADMINISTRATION OF MEDICATION

Medication required by a student will generally not be administered at school by a District employee. This policy includes even commonly and widely used preparations such as aspirin.

Building principals are responsible for establishing and implementing the procedures for administering medication to students during the school day. The principals

are further responsible for assigning specific staff members to administer medication. In most cases the building principal and secretary will be the designated staff members in each building.

Students recovering from temporary illness or students on permanent medication who require medication during the school day may bring the medication to school by the following these guidelines:

1. Appropriately signed District permission forms: (A) Physician and Parent Permission to Administer Medication, and (B) Medical Condition Requiring medical observation must be submitted in advance of the bringing of or administration of medication.
2. Medication must be brought to school in containers appropriately labeled by the pharmacy or physician. The name of the student and the name and telephone number of the doctor must be on the container.
3. All medications are to be stored in a secure place within the building.
4. District forms for the purpose of keeping a daily record of the administration of medications are to be maintained. The form will include the student's name, name of medication, date and time administered, and signature of person administering medication.

5. Whenever questions or problems arise concerning the administration of medications, parents and/or the family doctor are to be contacted for instructions. The Peoria County Health Department may also serve as a resource for medical related topics.

In all cases, regardless of the filing of the appropriately signed forms, the District retains the discretion to reject the request for administering medication.

SCHOOL ELECTIONS

Holding office

Students who are elected and assume office in any school organization are expected not just to meet minimum standards in leadership areas, but to exemplify standards of conduct both in and out of school. Students elected to office, but who fail to fulfill the duties of the office or conduct themselves appropriately may receive a warning, removal from office for a time, or perhaps permanent removal by appropriate school personnel.

Student Council/Class Officer Elections

During the spring, the Student Council will hold elections for the next year's student council representative. Once the council members are elected, they will then nominate and elect officers for the Council.

Qualifications to Run for Office

In order to run for office, a candidate must meet the minimum standards set by the Student Council on the evaluation outlined below. Candidates must have a 2.0 grade average or above, be passing in all

subjects, and receive an overall rating of 80 points on a teacher evaluation. These academic requirements not only apply when the student takes office, but also at midterm and at the end of each grading period. If these standards are not met at these times, the student will be removed from office until they are in good standing at the next midterm or end of grading period. Students will pick four teachers they have had in the past to evaluate them using the following questions.

1. Shows positive leadership
2. Shows ability to work well with other students
3. Shows ability to work well with teachers
4. Has a good personality
5. Has complied with school regulations
6. Is active in school activities
7. Is able to take criticism

Homecoming Elections

The elections committee begins the election procedure three weeks prior to the homecoming. The ballots will be a list of names for each entire class. Students within the Freshmen, Sophomore, Junior Class will nominate 4 girls and 4 boys and then elect one girl and one boy attendant. The Senior Class will select four girls and four boys for Queen and King Candidates. Should anyone be ineligible because of grades, the next highest vote receiver will take their place. Just prior to Homecoming, the committee will hold an election for the entire student body to vote for the King and Queen from the Senior winners. After everyone has voted, the committee will count the ballots and keep the outcome a secret until it is announced.

Prom Elections

The elections committee begins the election procedure three weeks prior to Prom. Three Junior couples will be elected by the Junior Class and four Senior Couples will be elected by the Senior Class. Each class will hold their election on separate days. Should anyone be ineligible because of grades, the next highest vote receiver will take their place. Just prior to prom, the Committee will hold an election to determine the senior boy and girl who will be crowned King and Queen. The outcome is kept secret until the night of the Dance.

DANCE/EVENT POLICIES

- 1) Students bringing dates from other high schools must pick up a Dance Request Form and return it to the high school office before purchasing a ticket to the dance. The visiting student's high school administration and the Dunlap High School administration must sign this form before being allowed to purchase a dance ticket. Dances are closed to everyone except Dunlap High School students and their dates who have signed up prior to the dance. The person who signs up the date must be the one accompanying that date to the dance. Grade school and junior high students are not allowed to attend.
- 2) Once a student is admitted to the dance, he/she may not leave the building. Should he/she leave without permission from school personnel or the police, he/she will not be permitted to re-enter.
- 3) Suspicion by sponsors of the use and/or possession of alcoholic beverages and/or drugs will constitute

reason enough to ask a student or his/her guest to leave, and he/she may lose his/her activity privileges for the year. Police assistance may be used in such cases. Should his/her use and/or possession of alcoholic beverages and/or drugs be proven, he/she will be subject to school disciplinary action and/or police prosecution.

- 4) Should students blatantly abuse any of the established dance rules such as lying to one or more faculty members, or playing one faculty member against another, he/she may lose his/her dance privileges for the year.
- 5) Dances will end at 11:00 P.M. Students, unless requested by a sponsor, should be out of the building by 11:15 P.M. No one will be admitted to a dance after 10:00.
- 6) The office and dance sponsors will maintain a list, which will include names of people who may not sign up for a dance at any time. Dances are considered a privilege. They cause much time, effort, and expense to be spent by the school; however, since they are desired by the students, the school is willing to put forth the effort to have them. We do not, however, see why this privilege must be extended to anyone who causes problems and disruptions to the school and/or community at other times. This list will be kept not only for reasons of irritation or harassment, but to protect the privilege of the responsible students of Dunlap High School who wish to keep dances as wholesome entertainment.
- 7) Students who are absent from school on the day of any activity for

any reason (illness, suspension, expulsion, etc.) are not permitted to attend unless they have received prior permission from the Administration.

STUDENT RECORDS POLICY

Student records at Dunlap High School will be processed and handled in accordance with the "Rules and Regulations to Govern Student Records Based on the Illinois School Student Record Act of 1975" and filed pursuant to Chapter 122, Article 50, Illinois Revised Statutes, 1975, and effective on March 24, 1976.

The information given in this policy is a summary of the pertinent parts of the statute, it is too lengthy to publish; however, complete copies of the rules and regulations are on file at the District #323 Administrative Office and at the High School. The complete policy should be consulted any time a staff member, parent, or student may have questions concerning student records.

The policy is being published as part of this handbook so that all staff members, parents, and students may become aware of the rules and regulations governing student records as well as to fulfill the statute requirements that all students and parents be apprised of the rights afforded by the Act. Since a copy of this handbook is given to all students (at least one per family) at the beginning of each year or upon enrollment, it is assumed all students and parents will become familiar with state and district policies or consult appropriate school personnel should questions arise.

Definitions

School Student Record means any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction by an employee of a school regardless of how or where the information is stored. The following shall not be deemed school student records under this Act: Writings or other recorded information maintained by an employee of a school or other person at the direction of a school for his/her exclusive use; provided that all such writings and other recorded information may be released or disclosed to any person except a person designated by the school as a substitute unless they are first incorporated in a school student record and made subject to all of the provisions of the Act.

Student Permanent Records shall consist of basic identifying information including; student's and parents' names and address, birth date and place, and gender, academic transcript, including grades, class rank, graduation dates, grade level achieved and scores on college entrance examinations, attendance record, accident reports and health record, record of release of permanent record information, and may also consist of honors and awards received, and information concerning participation in school sponsored activities or athletics, or offices held in school sponsored organizations. When a student leaves Dunlap High School, that fact shall be noted on the permanent record as "dropped," "transferred," or "expelled" along with the date the student was removed from the roll.

Student Temporary Records consist of all information not required

to be in the student permanent record and may include: family background information, intelligence test scores, group and individual aptitude test scores, reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews, elementary and secondary achievement level test results, participation and extracurricular activities including any offices held in school sponsored clubs or organizations, honors and awards received, teacher anecdotal records, disciplinary information, special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals, any verified reports or information from non-educational persons, agencies or organizations, other verified information of clear relevance to the education of the student, and record of release of temporary record information.

Parent means a person who is the natural parent of the student or other personnel who has the primary responsibility for the care and upbringing of the student. All rights and privileges accorded to a parent under this act shall include secondary school, marriage or entry into military service, whichever occurs first. Such rights and privileges may also be exercised by the students at any time with respect to the student's permanent school record.

Inspection and Copying of Student Records

A parent, legal guardian, or any person specifically designated in

writing as a representative by the parent shall have the right to inspect and copy all school student permanent/temporary records of the child. A student shall have the right to inspect and copy his/her school student permanent record. Any inspection of student records must be done in the presence of the school principal or his designate. A parent's or student's request to inspect or copy records must be made in writing to the school principal. A meeting will be set within a reasonable time, but no later than 15 days from receipt of such request. The school will charge a reasonable amount for the copying of any records.

Access and Release of Student Records

No school student records or information contained therein shall be released, transferred, disclosed, or otherwise dismissed, except as follows:

1. To a parent or student or person specifically designated as a representative by a parent as previously defined.
2. To an employee or official of the school or school district or State Board with current demonstrable educational administrative interest in the student, in furtherance of such interest.
3. To the official records custodian of another school within Illinois or an official with similar responsibility of a school outside Illinois, in which the student has enrolled or intends to enroll, upon the request of such official or student.
4. To any person for the purpose of research, statistical reporting

or planning, with the permission of the State Board or an authorized official of such Board, provided that no student or parent can be identified from the information released.

5. Pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt to such order indicating the nature of the order and their rights at that point.
6. To any person as specifically required by State or Federal Law.
7. Subject to regulations of the State Board, in connecting with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
8. To any person, with the prior specific dated written consent of the parent designating the person to whom the records may be released and after the parents have been advised of their rights at that point.

No information may be released pursuant to No's 3 or 6 above unless the parent received prior written notice of the nature and substance of the information proposed to be released and informed of their rights at that point. When a student transfers to another school, the only information forwarded will be "permanent" records including grades in progress. The "drop" form completed when the student withdraws from school will inform students and parents of their rights and procedures. If, for any reason, the parents do not sign the "drop" form at the time of withdrawal and

are unavailable to do so at the time the school is requested to transfer records, notice will be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and ten school days after such service and if the parents make no objection, the records will be transferred to the requesting school.

Directory

Information designated as directory information shall be limited to: identifying information-name, address, gender, grade level, birth date and place, and parents' names and address, academic awards, degrees, and honors, information in relation to school sponsored activities, organizations, athletics, major field of study, and period of attendance in the school. Directory information may be released to the general public unless a parent requests that any or all such information not be released on his/her child. Such requests should be made to the school office in writing within two weeks after the student is enrolled.

Challenging the Contents of Student Records

Parents shall have the right to challenge any entry exclusive of grades in the school student records on the basis of accuracy, relevance, and/or propriety. The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. The Principal or his designee shall schedule an initial informal conference with the parents within 15 school days of receipt of the request for a hearing. If the challenge is not resolved by the

informal conference, formal procedures involving a hearing officer shall be discussed and implemented according to the Rules and Regulations established by the Illinois Office of Education concerning Article 50-7 of the Student Record Act.

Rights Conditioned On Securing Information From Temporary Record

No person may condition the granting or withholding of any right, privilege or benefit, or make as a condition of employment, credit, insurance, the securing by an individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Act.

Destruction Schedule of Students Records

Information classified as "temporary" received from the elementary schools shall be destroyed within one year from date of entry into high school. "Temporary" information accumulated during the four years of high school shall be maintained for four years beyond the graduation date of all students within a class. This includes all students who entered high school at any time as part of that class whether or not they graduated. Upon leaving or graduating from school, the student will be informed of the destruction schedule for "temporary" records and what his/her rights are prior to destruction. At the end of the fourth year beyond graduation, all "temporary" information will be destroyed and only the student's "permanent" record will remain in the file.

The disciplinary record of all graduating students will be destroyed one week after graduation. The students will be informed of their right to review their disciplinary record before destruction.

TRANSPORTATION

Bus Service

Daily Transportation: The Board of Education provides buses to transport students. Grade school students ride high school buses, and high school students are transported on grade school buses. Routes will vary from year to year. Students wishing to ride a different bus than the one to which they are assigned must present a note from their parents and get permission from the office during the school day. Should students not bring a note, they can get permission from the office after parent contact has been made. The bus driver is responsible for the safety and conduct of the students while boarding, riding, and disembarking from the bus. It is therefore necessary that the student conduct him/her selves in an orderly manner. Disciplinary action will be taken with students who fail to comply with the rules and regulations established for riding the bus. The disciplinary action may result in a temporary suspension from riding the bus. For repeated violations or very serious violation, a student and/or students may be permanently removed from the bus for the remainder of the school semester. It is important to note that should students be suspended from riding the bus, they must still attend school and arrange for their own transportation.

Extra-Curricular Events:

School buses are provided at a nominal fee to transport students to varsity athletic contests. Any student riding a bus to an event is required to ride that bus home unless he/she is excused by his/her parents only, contacting the bus driver or the administrator. This must be done before the bus returns to the school. Buses to other extra-curricular events are arranged for and under the supervision of the sponsor of the organization.

Driving Vehicles

Students may drive personal vehicles to school so long as the vehicles are operated in a legal manner according to the state laws and the policies of the school. When a student drives to school, he/she must park in the designated area of the south parking lot.

Once the vehicle is driven onto school property, it must be parked immediately. All occupants must exit the vehicle immediately and proceed to the school building. There will be no driving in and out of the parking lot. Once the car is parked, it is not to be entered until the student leaves school or permission is granted by the office. The vehicle is subject to search with probable cause while parked on school property. Because of the large number of cars and students, it is imperative that all driving in the vicinity of the school be done in a cautious and safe manner. Violations of the above rules can result in a student being assigned to a bus, a suspension from school, or a suspension of driving privileges. No one is to go to the student parking lot

or enter a vehicle without permission from school personnel.

FOREIGN EXCHANGE STUDENTS

Dunlap High School welcomes the experience that an Illinois High School Association approved Foreign Exchange Program can bring to our school community. In order to ensure the most successful experience possible for all program participants, the following shall be adhered to:

- Student, host family and program accommodations will be made in order to provide all with a successful and meaningful experience without placing a financial burden on any party associated with the program.

- Curriculum needs of the individual student will be determined in advance of placement in order to foster the full extent of the cultural exchange experience.

- Foreign exchange students wishing to qualify for a Dunlap High School diploma must meet standards as prescribed by Dunlap High School officials.

EXPLANATIONS - DUE PROCESS

Directions for Student Grievance Procedure

The grievance procedure for District #323 students is published and available for all regular and special education students in the district. The procedure (along with explanations and due process) and directions are available for inspection in the offices of the superintendent, building principals, dean(s), and the coordinator for Title IX, Section 504 and Americans With Disabilities Act

of 1990 A.D.A.) It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

1. **Grievance** - A grievance is a difference of opinion raised by a student or a group of students involving: (1) the meaning interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.
2. **Grievant** - Any student or group of students submitting a grievance on their own behalf.
3. **Days** - Days when school is in session.

Due Process

1. **Right to Representation** - A grievant(s) may choose to be represented by an attorney or other person of his/her choosing, such as a relative or advocate. Issues of ordinary school operation should, however, be resolved as informally as possible.
2. **Right to Present Witnesses and Evidence** - Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.
3. **Time Limits** - All participants shall adhere to the time limits prescribed by each level. Failure by the administration at any step to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to

appeal the decision the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.

4. **Right to Information** - Unless state laws and right-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.
5. **Privacy** - During the grievance procedure, except at Step IV, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.
6. **Reprisals/Retaliation** - Participants in a grievance submitted in this district shall not be subjected to reprisals, retaliation or different treatment because of such participation. Participation shall not be recorded in the student(s) file(s) or used to affect equal opportunity for access and equity in educational programs and services.

Students' Rights Procedure

Explanation - A grievance is a difference in opinion raised by a student or group of students involving: (1) the meaning, interpretation, or application of established policies; (2) difference of treatment; (3) application of the legal requirements of civil rights legislation; or (4) application of the legal requirements of the Americans With Disabilities Act of 1990. This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and

informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR), OSHA, or the courts. Due process shall exist throughout the procedure with the right to: (1) representative; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation. More detailed information is available in the office of the superintendent, building principal, dean(s), and coordinator for equal opportunity. Time limits refer to days when school is in session.

Step I - The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonable alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

Step II - If the problem is not resolved, the grievance should be referred informally to the building principal. A meeting must be held within five (5) days from notification of referral and oral response made within five (5) days.

Step III - If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Title IX or A.D.A. coordinator. The grievance should be decided as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district

representative within ten (10) days and a written response made within five (5) days.

Step IV - If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent within ten (10) days from the receipt of the written response shall be both parties for possible future reference.

Step V - If the issue is not satisfactorily resolved on Step IV, the grievant(s) may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

Directions

Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step III, the grievance must be submitted in writing, dated and signed with the name of the attendance center and the grade level of the grievant(s). The issue should be described as specifically and completely as possible. Include the name of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operation through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timelines. Copies of the written answers to the

grievant(s) shall be submitted to the superintendent, building principal, Title IX, and A.D.A. coordinator. This response shall contain a summary of the evidence determined, the conclusion(s) reached (with reason), and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail will be used.

SPECIAL EDUCATION SERVICES

The Dunlap School District has available special education services for eligible enrolled youngsters between the ages of 3 and 21. In order to provide these services, our district is a member of the Special Education Association of Peoria County joint agreement. If your child has difficulty learning, talking, behaving, seeing, hearing, or moving, he/she might be eligible for special services. Screening is conducted annually by our teachers to determine if any of our children are having difficulties which would require additional evaluation. If your child is having difficulty, we would talk with you and request your written consent before conducting a comprehensive case study evaluation.

The following services are available: speech and language therapy, psychological services, social work services, motor services, learning consultant services, resource and instructional classroom services, and preschool screening. Classroom programs are offered to eligible children who are considered to be speech/language impaired, learning disabled, mentally impaired, hearing impaired, visually impaired, physically handicapped, behavior disordered, emotionally disturbed, and health impaired. A Parent

Handbook is available for additional detail regarding the services.

Most children are provided services in local school buildings or in the schools of nearby districts. A few severely handicapped students require services which cannot be provided by public schools and are, therefore, placed in private day programs or residential programs.

As the parent of an exceptional child you have certain rights which are safeguarded by state and federal statute. Your rights pertain to records, independent evaluation, notice, consent, hearing, evaluation procedures, least restrictive environment, confidentiality, and legal costs. If you have further questions about these rights, you may contact your local school or the special education director at 692-8260. You are entitled to a copy of the rules regarding special education upon request to the Illinois State Board of Education of Springfield.

SEX OFFENDER LAW

Upon request, parents may have available to them information about sex offenders as per the Sex Offender Community Notification Law. This information is available at each school building.

PEST MANAGEMENT POLICY

Dunlap C.U.S.D. #323 has an Integrated Pest Management (PM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides,

in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on the list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the Central Administrative Office (309-243-7716) if you wish to be added to the registry.

MLA GUIDELINES FOR WRITING

The following MLA guidelines should be followed when writing any major papers. As always, students should pay attention to variations assigned by individual teachers.

Format For Typed Essays

1. Font should be a standard, easy to read, and consistent throughout the paper. Do not use cursive, bold or italics.
2. Use size 12 text.
3. Double-space everything, including quotations and the works cited page.
4. Use one-inch margins at the top, bottom, left, and right of every page.
5. If your teacher does not assign a title page, put a four-line double-spaced heading at the top left margin on the first page only: your full name, the teacher's name, the class and period, and the unabbreviated due date.
6. If your teacher does not assign a title page, center the title on the next double-spaced line after the heading. (Use size 12, non-bold typing consistent with the rest of the paper.)
7. Text should be aligned on the left margin and ragged on the right. (Do not justify.)
8. Number pages consecutively one-half inch from the top edge of the paper and flush with the right margin on each page, including the works cited page. Put your last name and a space before the page number.
9. Put one space after commas, colons, semicolons, and periods unless followed by quotation marks. (It is no longer necessary to have two spaces after periods.) Do not space before or after dashes or hyphens.

Citing and Documenting Sources

1. Always give credit when you use someone else's words or ideas in your paper, whether you are quoting directly, paraphrasing in your own words, or summarizing entire sections.
2. When you do not mention the author in your own sentence, include the author's name and a page number inside parentheses at the end of the sentence before the closing period. This information is called parenthetical documentation. Example: One researcher has found that dreams move backward in time (Dement 71).
3. When you do mention the author in your sentence, only the page number is needed in the parenthetical documentation. Examples: Dement suggests that dreams move backward in time (71).
4. If the source has not listed an author, use the first significant word (not *a*, *an*, or *the*) in the work cited entry, along with quotation marks or underlining if applicable.

Example: Random testing for steroids is opposed by team owners (Steroids 22).

5. For a short quotation (up to three lines of prose, up to two lines of poetry), enclose the exact words from the source in quotation marks. If the quotation ends in a question mark or exclamation point, that punctuation should be before the closing quotation marks. No other punctuation should precede the closing quotation marks. At the end of the sentence (after the closing quotation marks), add the parenthetical documentation before a final period.
6. For a long quotation (four or more lines of prose, three or more lines of poetry), do not enclose the exact words in quotation marks. Instead, begin the quotation on the next double-spaced line and indent the entire quotation an additional inch on the left side. Continue to double-space. At the end of the quotation, place the final period before the parenthetical documentation.

Preparing a Works Cited Page

1. Use size 12 font consistent with the rest of the paper.
2. Continue to use one-inch margins at top, bottom, left, and right.
3. Number the page at the right margin, one-half inch from the top edge of the paper.
4. Center the title, Works Cited, one inch from the top of the page. Capitalize only the W and C. Do not use bold, underling, italics, or quotation marks for your title.
5. Alphabetize entries by the authors' last names or the first important word in the title if no

author is listed. Type *a*, *an*, or *the* at the beginning of the title if applicable, but do not use these unimportant words for alphabetizing or documenting.

6. Double-space between and within entries.
7. Begin each entry at the left margin and indent subsequent lines one tab (one-half inch).

Print Sources and CD-ROM's

In the following order, include as many items from the list below as are applicable and relevant.

1. Author's name (last name first, followed by a comma, then the rest of the name and a period)
2. Title of a short article, chapter, or section (in quotation marks with a period before the closing quotation marks)
3. The translator of that part of the book (after the abbreviation Trans. and before a period)
4. Title of the book or CD-ROM (in italics or underlining—be consistent—and followed by a period)
5. Name of editor, compiler, or translator (preceded by the appropriate abbreviation—Ed., Comp., or Trans.—and followed by a period)
6. Publication medium for CD-ROM or Diskette (followed by a period)
7. Edition (followed by the abbreviation ed.)
8. Number of the volume (after the abbreviation Vol. and before a period)
9. Year of the original publication for a republished work (followed by a period)
10. Name of the vendor or series (followed by a period)

11. City of publication (followed by a colon)
12. Name of publisher (followed by a comma)
13. Year of publication (followed by a period)
14. Page numbers (without any preceding abbreviation but joined by a hyphen for multiple pages and followed by a period)

Example: Bridges, Helice.

“Who You Are Makes a

Difference.” *Chicken Soup for*

the Soul: 101 Stories to Open

the Heart and Rekindle the

Spirit. Ed. Jack Canfield and

Mark Victor Hansen. Deerfield

Beach, FL: Health

Communications, 1993. 19-21

Electronic Sources: Websites, Databases, Personal Sites, etc.

In the following order, include as many items from the list below as are available and relevant.

1. Name of author, editor, compiler, or translator of the source, reversed for alphabetizing (followed by an abbreviation, such as ed., if appropriate, and a period. You do not need both a period for the abbreviation and a separate period.)
2. The title of a poem, short story, article, or other short work (in quotation marks with a period before the closing quotation marks and then a description,

- Online posting, followed by a period)
3. Title of a book (italicized or underlined—be consistent.)
4. Name of editor, compiler, or translator if not used earlier (preceded by the appropriate abbreviation, such as Trans. and followed by a period)
5. Publication information for any print version of the source.
6. Title of the scholarly project, database, periodical, or professional or personal site (italicized or underlined consistently with other entries). If no title is listed, type a description such as Home page, followed by a period.
7. Name of the editor of the scholarly project or database (followed by the abbreviation ed.)
8. Version number, volume number, or issue number (after an appropriate abbreviation such as Vol. and followed by a period)
9. The date that the information was posted (day, space, abbreviated month, space, year, period)
10. The name of the subscription service or name and city of library (followed by a period)
11. The name of the discussion list or forum (followed by a period)
12. The number range or total number of pages, paragraphs, or sections, if they are numbered (followed by a period)
13. The name of any institution or organization sponsoring or associated with the site (followed by a period)
14. The date you accessed the source (day, space, abbreviated month, space, year, but no period before the address)

15. The entire address or URL
(enclosed in angle brackets < >
and followed by a period after
the closing angle bracket. Insert
a space at the right margin to
divide the address onto another
line if necessary.)