

Odin Public School

District #722

102 S. Merritt St.

Odin, IL 62870

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Board of Education

President: Rod Hawley

Vice-President: Patrick Dagg

Secretary: Michael Hoover

Nancy Bechdoldt

Rudy Walker

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Chris Haines

Administration

Superintendent: **Belinda Kirgan**

Principal: Quinton Marcum

Administrative Assistant: Samantha Dix

Director of Student Services: Tippie Haarmann

Athletic Director: Jeff Burton

2022-2023

Odin Public School District #722
School Calendar
2022-2023

Wednesday, August 10, 2022	Teacher Institute (No Student Attendance)
Thursday, August 11, 2022	Teacher Institute (No Student Attendance)
Friday, August 12, 2022	First FULL Day of Student Attendance (Regular Dismissal)
Monday, September 5, 2022.....	Labor Day- No School
Friday, September 16, 2022.....	1st Quarter Midterms
Friday, September 16, 2022	11:30 Student Dismissal- Teacher Institute
Friday, September 23, 2022	Fall Picture Day
Friday, October 7, 2022	11:30 Student Dismissal- Teacher Institute
Monday, October 10, 2022	Columbus Day- No School
Wednesday, October 12, 2022	PSAT/NMSQT- 11th Grade
Friday, October 14, 2022	End of 1st Quarter
Tuesday, November 8, 2022	Election Day- No School
Wednesday, November 9, 2022	11:30 Student Dismissal- P/T Conferences (1:00-6:30)
Thursday, November 10, 2022	No Student Attendance- P/T Conferences (8:00- 12:00)
Friday, November 11, 2022	Veteran's Day- No School
Thursday, November 17, 2022	Fall Picture Retake Day
Friday, November 18, 2022	2nd Quarter Midterms
Tuesday, November 22, 2021	2:15 Dismissal
Wednesday November 23 - Friday, November 25	No School- Thanksgiving Break
Monday, November 28, 2022	School Resumes (Regular Dismissal)
Friday, December 9, 2022	11:30 Student Dismissal- Teacher Institute
Tuesday, December 20, 2022	HS Semester Exams (2:15 Dismissal)
Wednesday, December 21, 2022	HS Semester Exams (2:15 Dismissal)
Wednesday, December 21, 2022	End of 2nd Quarter/1st Semester
Thursday, December 22- Monday, January 2, 2023	No School- Christmas Break
Tuesday, January 3, 2023	School Resumes (Regular Dismissal)
Friday, January 13, 2023	11:30 Student Dismissal- Teacher Institute
Monday, January 16, 2023	Dr. MLK Day- No School
Friday, February 3, 2023	3rd Quarter Midterms
Friday, February 10, 2023	11:30 Student Dismissal- Teacher Institute
Friday, February 17, 2023	Teacher Institute (No Student Attendance)
Monday, February 20, 2023	President's Day- No School
Tuesday, February 21, 2023	Spring/Sports Pictures
Saturday, March 4, 2023	Snoball Dance (Junior High)
Wednesday, March 8, 2023	ISA Testing (Grades 5, 8, and 11)
Friday, March 10, 2023	11:30 Student Dismissal- Teacher Institute
Friday, March 10, 2023	End of 3rd Quarter
Tuesday, March 21, 2023	Dental Safari
Friday, March 24, 2023	11:30 Student Dismissal- Teacher Institute
Monday, March 27, 2023- Friday March 31, 2023	IAR Testing (Grades 3-8)
Friday, March 31, 2023	2:15 Dismissal
Monday, April 3-Monday April 10	Spring Break- No School
Tuesday, April 11, 2023	School Resumes (Regular Dismissal)
Wednesday, April 12, 2023	SAT and PSAT (9th and 10th Grades)
Friday, April 14, 2023	4th Quarter Midterms
Friday, April 28, 2023	11:30 Student Dismissal- Teacher Institute
Saturday, April 29, 2023	Prom
Wednesday, May 17, 2023	HS Semester Exams (2:15 Dismissal)
Thursday, May 18, 2023	HS Semester Exams (2:15 Dismissal)
Thursday, May 18, 2023	Last Day of School (If no snow days used) 2:15 Dismissal
Friday, May 19, 2023	Teacher Institute (No Student Attendance)

Every Wednesday will be a 2:15 Dismissal

Bell Schedules

3:00 Dismissal Schedule	
Advisory	8:20-8:40
1st Hour	8:43-9:25
2nd Hour	9:28-10:10
3rd Hour	10:13-10:55
4th Hour	10:58-11:40
5th Hour	11:43-12:13 (JH Lunch) (HS RTI)
	12:13-12:43 (HS Lunch) (JH RTI)
6th Hour	12:46-1:28
7th Hour	1:31-2:13
8th Hour	2:16-3:00
Bus Rider Dismissal Bell	2:55
Car Rider/Walker Dismissal Bell	3:00

2:15 Dismissal Schedule	
Advisory	8:20-8:25
1st Hour	8:28-9:07
2nd Hour	9:10-9:49
3rd Hour	9:52-10:31
4th Hour	10:34-11:13
6th Hour	11:16-11:55
5th Hour	11:55-12:25 (JH Lunch) (HS RTI)
	12:13-12:43 (HS Lunch) (JH RTI)
7th Hour	12:58-1:37
8th Hour	1:40-2:15
Bus Rider Dismissal Bell	2:10
Car Rider/Walker Dismissal Bell	2:15

11:30 Dismissal Schedule	
Advisory	8:20-8:25
1st Hour	8:28-8:51
2nd Hour	8:54-9:17
3rd Hour	9:20-9:43
4th Hour	9:46-10:09
5th Hour	No Lunch/ No RTI
6th Hour	10:12-10:35
7th Hour	10:38-11:01
8th Hour	11:04-11:30
Bus Rider Dismissal Bell	11:25
Car Rider/Walker Dismissal Bell	11:30

Faculty

Pre-K – 8th Grade		High School	
EC/Pre-K	Kelly James	HS Science	Nancy Schaefer
Kindergarten	Amanda Bechtel	HS PE/ Driver's Ed	Grant Carman
1st Grade	Jennifer Rohrscheib	FCS	Jennifer True
2nd Grade	Makenzie Hanenberger	HS Math	Ellen Radtke
3 rd Grade	Melynda Frederick	HS History/Electives	Ryan Williams
4 th Grade	Tanisha Bernard	Agriculture.	Wyatt Capps
5th Grade	TBD	HS Eng./Literature	Nicole Brooks
Elem. Special Ed	Natalie Williamson	HS Special Ed	Lucas Boyt
Title	Deb Ellis	JH Lang. Arts	Mike Murphy
Grade School PE	Oryssa Uhls	Music/Chorus/Band	Sam Smith
STAR	TBD	Library	Cheryl Kell
Junior High Science	Tyler Higgins	JH Math	Jessica Thoms
JH Special Ed	Amelia Janic	Social Worker	KD Lynch

Classroom/Individual Aides

Anya Kelly	Kelley Mills
Cindy Meredith	Kylie Pitts
Denise Wolf	Caleb Jourdan
Katelyn Branch	Abbi Wolf
Emily Howell	

Support Staff

Carla Andrews	Loren Pepple	Dave Porter
Eli Hiatt	Mary Minor	Tony Marcum
Samantha Dix	Alicia Hoover	Terri Krein
Billy Spittler	James Moore	

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INTRODUCTION

DISCLAIMER

This handbook is provided for the parents, students, teachers, and staff of Odin School. The provisions in this document reflect the rules and procedures currently in place to maintain an orderly school environment. In addition, the handbook is only a summary of District #722 board policies and is subject to change without notice. Handbook information on the website supersedes any printed copy and will contain updates as needed. The administration has the right to use their discretion in the decision making process. **The handbook cannot possibly cover all scenarios. Therefore, the Board of Education authorizes the administration to address matters that may not be specifically identified or addressed. Inquiry for additional information on board policies may be addressed to school administration or the main office.**

MISSION STATEMENT

- The mission of Odin Public School #722 is to provide educational opportunities focused on meeting the future needs of its students in a safe, responsible, and respectful environment so that all may reach their fullest potential.
- The vision of Odin Public Schools #722 is that every learner has the skills, knowledge, and attitude to succeed in an ever changing world.

NOTICE TO PARENTS/STUDENTS -Cross Reference: Press 7:10 Equal Educational Opportunities

IMPORTANCE OF THE HANDBOOK

This handbook contains information regarding the rules and regulations, which will affect all of the students and staff at Odin School Dist. #722. Please take the time to carefully study the information. KEEP THIS HANDBOOK FOR REFERENCE DURING THE YEAR. Disclaimer: This handbook is not intended to create a contractual relationship with the students; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct.) Membership or participation in a school-sanctioned activity is a privilege and not a right. Your handbook cannot be, nor even presume to be, all-inclusive. Changes or modifications to the handbook fall under the discretion of the Administration.

NOTE TO PARENTS

This handbook is issued in order for students and parents to become familiar with the general policies of the school. It contains information that should be known by all those concerned with the school.

FAMILY/SCHOOL COOPERATION

Your child will spend a large part of his/her childhood in our school community. The school deals with students during important formative years, as well as, the crucial years preceding adulthood. This is not always an easy task and requires full understanding and cooperation among the three parties concerned: the youth, the parent and the school. The desired cooperation between our school and your home can perhaps be better understood if we outline briefly what the parents/guardians have a right to expect of the school and what the school should be able to expect of the parent.

WHAT THE PARENT/GUARDIAN MAY EXPECT FROM THE SCHOOL

1. That the school be operated in a businesslike and responsible manner with reasonable requirements administered in an unbiased manner.
2. That a reasonable rigorous workload is established for each student and that academics is given a first claim on the resources of the school.
3. That parental inquiries, visits, and complaints receive prompt and courteous attention, and that the school's response to these inquiries or complaints reflects a constructive and helpful attitude directed toward the best interests of the youth.
4. That teacher's grading is as fair and objective as possible, and that the basis for such grading is understood by the students and the parents. Grades will be kept current within a two week time frame.

5. That class assignments be definite and a reasonable amount of assistance be given in class, and, on the initiative of the student, as much individual help as resources will permit.
6. That we will do our best to maintain a wholesome school atmosphere and that we will not permit an individual or small group to upset the image or reputation of the fine young people who attend Odin School Dist. #722.

WHAT THE SCHOOL EXPECTS OF THE PARENT

1. That the student's attendance is regular and punctual. If a student is to succeed in school, regular attendance should be as much an obligation as it would be for employment.
2. That if the parents expect their student to be successful, they should demand a regular routine of home study. The amount of such study should reflect the grade level that your student is in, though its distribution among the different subjects will have to be in an individual manner. The importance of regular home study cannot be overemphasized; it is essential for future success.
3. That parental inquiry is welcome and may be registered with the principal, teacher, or guidance counselor.
4. That the parents demonstrate a positive attitude toward the school. A negative home climate towards the school may damage the student's outlook and affect his/her behavior and success.
5. The expectation of the school is that the parents provide a quiet, well-lit place for their student(s) to study and complete assignments.

DISCIPLINE

Good discipline originates in the home. The parents are the first teachers of their child and should instill good behavior habits and proper attitudes towards our school. A parent should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach the child respect for law, authority, the rights of others, and for private and public property.
3. Arrange for prompt and regular school attendance and comply with the attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
5. Talk with the child about school activities; show an active interest in his/her report cards and progress.

Your interest and support at home are important to your child and are greatly appreciated by his/her teachers.

PUPIL/TEACHER/PARENT CONFERENCES

At no time should you be in doubt of your child's progress. You are notified of his/her progress through grade report cards. If you still have any questions or feel that there has been a misunderstanding, please call the school for an appointment with the teacher, counselor or principal. Students who wish to talk with a teacher about a problem should request a conference with the teacher before or after school, or at any time convenient to both during the day. Teachers may also request conferences with a student in order to give or arrange individual help, or to clear up misunderstandings.

GRIEVANCE PROCEDURES

While many school districts have no formal process established for appeal or grievances, by tradition the process for appeal is:

1. The student or the parents should discuss the matter with the Principal to create a strategy to facilitate a discussion between the student/parent and the person the grievance is with.
2. If no satisfaction is attained, the matter should be directed to the school Superintendent. If the grievance is against the principal, the district superintendent should be contacted, after talking with the principal as explained in step one.
3. If the matter is serious and a satisfactory solution is not realized, the student or parents may then wish to request permission from the school board president to speak on the matter at the next meeting of the local board of education.
4. The appeal agent after the local board of education is the Superintendent of the Education Service Region, and then the Illinois Office of Education. Only matters involving controversies (or grievances) arising under THE SCHOOL CODE OF ILLINOIS may be appealed to the Educational Service Region and the Illinois Office of Education.

EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

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

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

Any person having inquiries concerning the Odin Public School District #722's compliance with statutes or regulations implementing the Americans with Disabilities Act, Title IX or Section 504 of the Rehabilitation Act is directed to contact Belinda Kirgan, 102 S. Merritt St. Odin, Illinois 62870, 618-775-8266, who has been designated by Odin Public School District #722 to coordinate the District's efforts to comply with the statutes and regulations implementing the Americans with Disabilities Act, Title IX and Section 504.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

The Superintendent has been appointed by the Board of Education as the coordinator of non-discrimination. All complaints or inquiries shall be directed to Ms. Kirgan, Superintendent, Odin Public School District #722, 102 S. Merritt St., Odin, Illinois, 62870. Phone: 618-775-8266. Any appeal of a decision given by Ms. Kirgan may be filed in writing with the Board of Education at the above address. An appeal must be filed within fourteen days of receipt of the original decision.

MUTI-TIERED SYSTEM OF SUPPORTS (MTSS)- MTSS is a process regarding student success that combines both academic and behavioral aspects. The academic side is often defined as "Response to Intervention" (RTI), while the behavioral side can be defined as "Positive Behavioral Intervention & Supports" (PBIS).

Positive Behavior Interventions and Supports (PBIS). PBIS is a system for improving student behavior. It is used with all students across all environments in school (classroom, lunchroom, restroom, playground, library, MPR, and hallways) to help create a safe and effective learning environment. Here at Odin we are committed to teach, reinforce, and acknowledge appropriate student behaviors.

Response to Intervention (RTI). Students may be selected to receive interventions in reading, math, and behavior. Eligibility is based on benchmark tests, which are given three times per year, and teacher recommendations. Students are reevaluated annually. Any questions regarding eligibility should be referred to the special education coordinator or building principal

TITLE I

Odin PSD #722 participates in a Title I program K-8. Students may be chosen to participate in the Title I program which is designed to supplement reading and math instruction. Eligibility is based upon test scores and teacher recommendations. Students are re-evaluated annually. Any questions regarding eligibility should be referred to the Title I teacher..

NOTIFICATION TO PARENTS AND STUDENTS OF RIGHTS CONCERNING A STUDENT'S SCHOOL RECORDS

The District maintains two types of school records for each student: permanent record and temporary record. These records may be integrated.

The permanent record includes:

- Basic identifying information
- Academic Transcripts
- Attendance Record
- Accident and Health Reports
- Scores received on the SAT
- Information pertaining to release of this record
- Honors and Awards
- School-sponsored activities and athletics

The temporary record may include:

- Family background
- Completed Home Language Survey
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education files
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education

- Information pertaining to release of this record

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

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.¹

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: U.S. Department of Education

Student Privacy Policy Office

400 Maryland Avenue, SW

Washington DC 20202-8520

REQUIRED NOTICE

A school staff member shall immediately notify the building principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the building principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s).

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or at a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The superintendent, or designee, shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

TEACHER QUALIFICATIONS

-Cross Reference: Press 5:190 Teacher Qualifications

This is to inform you that you have the right to request information regarding the professional qualifications of any teacher that is instructing your child. You may request information regarding the following:

1. Whether or not the teacher has met state certification requirements
2. Whether or not the teacher is teaching under emergency or provisional status
3. The bachelor's degree major of the teacher, any other certification or degree
4. Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications

You will receive a response to your request for information within 10 business days.

DIRECTORY INFORMATION

-Cross Reference: Press 7:340 Student Records

The school district routinely discloses "directory type information" without consent. Entities to which information may be disclosed include military recruiters and colleges or institutes of higher learning. This information is limited to name, address, gender, grade level, birth date and place, parents' names and address, academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent or guardian or student 18 or older may prohibit the release of directory information by delivering a written request to the building principal.

GENERAL SCHOOL INFORMATION

ACTS OF SCHOOL VIOLENCE

"Acts of school violence" include, but are not limited to, threats of violence, written or verbal, explicit or implied; the exerting of physical force; or use of a weapon by a student with intent to do serious bodily harm to another person while on school property, including on a school bus, or while involved in school activities.

The term "weapon" shall mean:

- 1) A firearm
- 2) Blackjack
- 3) Concealable firearm
- 4) Explosive weapon
- 5) Gas gun
- 6) Knife, switchblade knife
- 7) Knuckles
- 8) Booby-trapped items
- 9) Projectile weapon
- 10) Any object which may be used to cause bodily harm
- 11) "Look-a-likes" of any weapon
- 12) Bullets and Shells

Term "weapon" may also include other weapons in addition to those listed above and in 10-22.6 of The School Code (ILCS 5-10-22.6)

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A student who is determined to have brought a weapon as defined by (Sec. 924 of Title 48) United State Code 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, except that the expulsion period may be modified by the Board on a case by case basis.

(Sec. 924 of Title 48) (Sec. 10-22.6 of The School Code, ILCS 5-10-22.6)

Any act of school violence will be reported to the proper law enforcement agency.

ANIMALS ON SCHOOL PROPERTY

Animals are prohibited on school property except for an animal used as a service helper to a disabled student or other individual. School administration may waive this restriction if an animal is considered a part of an educational opportunity and is handled and maintained in a safe, humane fashion.

BULLYING/HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- 1. During any school-sponsored education program or activity.**
- 2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.**
- 3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.**
- 4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.**

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications,

instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

Complaint Managers:

Principal
Quinton Marcum
(618) 775-8266
qmarcum@odinpublicschools.org

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

CAFETERIA

COLLECTION SYSTEM

Breakfast is served every school day from 8:00 a.m. to 8:15 a.m. Lunch is served every day from 11:00 a.m. until 12:45 p.m. except when there is an 11:30 or earlier dismissal. Odin Public School District #722 is now participating in the Community Eligibility Option offered by the Illinois State Board of Education. All students in the district will receive breakfast and lunch free of charge, regardless of household income.

WELLNESS POLICY (6:50)

The Odin Public School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The district supports a healthy environment where children and staff can learn and participate in positive dietary and lifestyle practices and by contributing to the basic health status of children.

To help accomplish this task, the district is asking for your cooperation. All food and beverages made available on campus, including

vending machines, concessions, parties, snacks, and fundraising will be affected by this plan. When sending treats for parties, birthdays, and other occasions, a healthy choice must be included. Pretzels, fruit, and carrot sticks are examples of healthy choices. Home-baked items of any kind are not allowed to be sent to school. Drinks and food items must be store bought.

CAFETERIA CONDUCT

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Rules for student expectations in the cafeteria are posted on the cafeteria wall. Each student is expected to practice the general rules of good manners. Some simple rules of courteous behavior which would make the lunch period pleasant and relaxed are:

- 1) Observe good dining room standards at the table.
- 2) Leave the table and surrounding area clean and orderly.
- 3) Put trash in the proper container.
- 4) Not leaving the cafeteria while eating or carrying food/drink.

ADDITIONAL BEVERAGES/FOOD/WATER BOTTLES

EATING FOOD IN ANY PART OF THE BUILDING EXCEPT THE CAFETERIA WILL NOT BE PERMITTED. STUDENTS ARE NOT TO TAKE DRINKS INTO THE GYM OR ANY OTHER ROOM DURING THE SCHOOL DAY. IN ADDITION, STUDENTS SHOULD NOT TAKE FOOD OR DRINK OUTSIDE. STUDENTS ARE NOT PERMITTED TO BE IN THE CLASSROOMS DURING THE LUNCH HOUR UNLESS PRIOR ARRANGEMENTS WITH THE TEACHER HAVE BEEN MADE.

STUDENTS ARE ASKED TO NO LONGER BRING OUTSIDE BEVERAGES INTO THE SCHOOL UNLESS THEY ARE IN CAN FORM. THIS INCLUDES BOTTLES OF WATER, BOTTLES OF SODA, AND ANY OTHER OPENED CONTAINER FROM OUTSIDE OF THE SCHOOL BUILDING. FURTHER, THE CANS MUST REMAIN UNOPENED UNTIL INSIDE THE CAFETERIA OR CLASSROOM (IF/WHEN PERMITTED BY TEACHER).

Cell Phones and other Electronic Devices

The possession and use of cell phones, cameras, and other devices are not allowed to be used on school property during school hours. Cell phones must be placed in student lockers and shut off. Smart watches will be allowed, unless they become an educational distraction. The use of school issued ChromeBooks is allowed and students should follow the rules outlined in the packet signed when devices are handed out. The use of Google email is for classroom use only. During school hours no one outside of school should email the student and students should not email other students during school hours unless there is prior teacher approval.

DRESS CODE/STUDENT PERSONAL APPEARANCE/ACCESSORIES

-Cross Reference: Press 7:160 Student Appearance

STUDENT PERSONAL APPEARANCE/DRESS CODE/ACCESSORIES

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming which is not in accordance with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. When, in the professional opinion of a teacher or administrator, a student fails to adhere to acceptable standards of dress, the student will be given an opportunity to correct the problem. A behavior log will be documented in TeacherEase. If a student must leave the building to change into appropriate clothing, the time missed will be counted as an unexcused absence. Special emphasis days (Homecoming Week, FFA Week, etc.) may be approved by the administration and will be an exception to the usual guidelines.

Dress Code guidelines are as follows (Grades K-12):

1. No type of clothing (shirts, blouses, pants, shorts, or dresses) is allowed which reveals back, midriff, breasts, or buttocks. Tube tops, tank tops, and halter tops are prohibited. Shirts and dresses must have sleeves (cap sleeve is the minimum).

2. Shorts, skirts, and dresses of proper length should be mid-thigh or at the discretion of administration. Dress for extra-curricular activities such as dances, Halloween activities, prom, and other such events will be monitored for inappropriate dress. Administration reserves the right to withhold attendance and/or participation for failure to comply with dress code guidelines.
3. Pants must be worn at the waistline and should not be excessively saggy or baggy. Pants fitting too loosely must be belted or cinched at the waist.
4. Shoes must be worn at all times. Shoes with skates are not allowed. Teachers may request that students wear tennis shoes if other shoe types (sandals, high heels etc.) present a safety hazard.
5. Undergarments must not be showing.
6. Any article of clothing or accessory that displays, promotes, or advertises alcohol, or tobacco and/or vaping products, illegal substances, or drugs is prohibited.
7. Any article of clothing or accessory that contains suggestive language or symbols, profanity, gang related content, phrases that are sexual in nature, provides a health or safety hazard, or that may disrupt the educational setting is prohibited.
8. Torn, frayed, or ripped clothing exposing skin or undergarments is not allowed unless they are a ruler length below the waistband. No holes in the rear of the pants.
9. Head coverings, such as hats, skull caps, handkerchiefs, and scarves are prohibited. (medical conditions or religious purposes are exemptions.)
10. Sunglasses, or dark glasses, are prohibited in the building unless prescribed for medical reasons. Transition lenses are acceptable.
11. No pajamas, pajama bottoms, house slippers, or sleepwear.*
12. Tights and leggings will be allowed with dresses or long shirts to cover buttocks.
13. Coats, jackets, book bags, backpacks, and purses should be stored in lockers and are not allowed in the classroom.
14. PE uniforms are to be worn in class only as a uniform. It is not to be worn over or under any other clothes. Students will receive a daily grade based on this. Those that do not repeatedly dress for PE will receive disciplinary action deemed appropriate by the administration. Students violating the dress code may be told to wear their uniform by administration.

***Pajamas may be allowed during special event themed days with administration approval**

Final authority in decisions concerning dress code will rest with the school administration. Students failing to comply with the rules and regulations will be subject to consequences that may include reprimand, student conference, parental conference, being required to change into school provided clothing, detention, and suspension.

DRUGS/ALCOHOL

Odin Public School District will not tolerate the use of prohibited drugs or alcoholic beverages by any of its students at any time during the school day or at any school activity. This includes the school parking lot, campus, buildings, buses, or any area or activity supervised by school personnel. This includes activities on or off school campus.

EARLY GRADUATION

Students requesting early graduation after successful completion of all coursework through seven semesters will be considered by the Board of Education on a case by case basis. Students must present just cause for requesting early graduation at the September board meeting. Criteria for graduations must be met to be considered for early graduation. If approval is given, early graduates may participate in the graduation ceremony at the end of the school year, and are responsible to make arrangements with office personnel for graduation cap and gown purchase, announcements, practices, etc.. Students who are granted early graduation waive their right to achieve the status of salutatorian or valedictorian. Also, early graduates will waive their right to participate in school functions and activities. This includes, but not limited to, extra-curricular activities such as dances, trips, and athletic events.

EIGHTEEN YEAR OLD STUDENTS

It is the policy of Odin Public School District that except in relation to student records requests, 18 year old students are treated no differently than any other student unless they have established a residence separate from their parents.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

FIELD TRIPS

Educational field trips are a vital part of the school curriculum, and must be educational in nature. Students will be required to request any homework for the day of absence. In addition: 1) The teacher in charge of the field trip will provide a list of students who will be attending the field trip to the principal and the main office. Any changes made the day of the event must also be submitted for attendance purposes. 2) Teachers and administration will closely monitor student academic eligibility and behavior. 3) Schools reserve the right to withhold the privilege of attending a field trip for any of the following reasons.

Field Trip Expectations

Students wanting to go on a field trip/class trip must adhere to the following guidelines

-No more than 3 unexcused absences

-Must be passing each class

-No more than 2 ISS and no OSS

FINES, FEES AND CHARGES; WAIVER OF STUDENT FEE

-Cross References: Press 4:110 Transportation; Press 4:140 Waiver of Student Fees,

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees and will not be denied educational services or academic credit due to inability to pay fees. Students whose parent or guardian is unable to afford student fees must submit an application for fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, replacement planners, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian to school administration and are available at registration. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program. Additional consideration may be given when one or more of the following factors are present: 1) An illness in the family, 2) Unusual expenses such as fire, flood, storm damage, etc., 3) Seasonal employment, 4) Emergency situations, 5) When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal or designee will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. Any questions related to waiver of student fees should be directed to the building principal.

GRADUATION REQUIREMENTS

Students graduating in 2012 and later will be required to successfully complete a minimum of twenty-four 24 units of work. The following units are required:

- 4 units English (Language Arts)---2 "Writing-Intensive" courses
 - 3 units Math (One year algebra I, one year geometry content)
 - 2 units Science
 - 2 units Social Science (one of the two units must be in U.S. History; half unit in American Government and half Civics)
 - 4 units Physical Education (Half unit will be in Health Education)
 - .5 units Consumer Education
 - 1 unit Music, art, foreign language, vocational class or CTE Course
- o Juniors are advised to be enrolled in a science course and a math course.
 - o The Constitution Test is given in American Government. Successful completion of this course and the Constitution Test is required for graduation (~~MUST BE COMPLETE BY FIRST SEMESTER~~).
 - o 8th grade must pass the U.S. and State Constitution. This is a requirement to pass to the next level. (MUST BE COMPLETE BY 3RD QUARTER)
 - o **Students must complete 10 service hours before graduation. Hours can be fulfilled by serving the community in any number of ways and must be approved by the administration.**

The normal academic workload for a high school student is six classes and PE. Any deviation from this standard requires the approval of the Guidance Counselor and Administration. No more than one unit of academic credit may be earned toward graduation from correspondence courses such as online curriculum courses and summer school.

COMMUNITY SERVICE HOURS

The breakdown of hours is 2.5 hours per year. These hours can be accumulated in a variety of ways. Within the school, we have community events that students can volunteer for to receive these hours. Outside of school, one could also volunteer at camps or events. There are designated forms to fill out to be approved for hours. *If a student were to transfer into our district after freshman year or those currently in high school, they will be required to gain the amount left per year. For example, a sophomore would need 7.5 hours, junior 5 hours, and senior 2.5 hours.

GUIDANCE/CURRICULUM

The guidance department helps all students in the areas of academic achievement, personal/social development, and career development, ensuring today's students become productive, well-adjusted adults of tomorrow.

The guidance department at Odin Public School District assists students in elementary, middle, and high school. The responsibilities include advising, consulting, and coordinating multiple areas which involve individual, developmental groups, problem centered groups, classrooms, teachers, parents, specialists, new students, special services staff, and community agencies.

The guidance department has available information including but not limited to scheduling, meeting graduation requirements, scholarship opportunities, college and career planning, financial aid services, military registration information, employment and personal adjustment, OKAW and Technical Education Program or KC classes, standardized testing at all levels, guidance in academic, personal, and social issues, and referral sources for outside agencies if necessary. Parents and other interested adults can telephone for an appointment or stop by the guidance office during the school day. Please check out the guidance webpage for numerous scholarship applications.

HIGH SCHOOL POSITIVE INCENTIVES

Students in grades 9-12 have the opportunity to earn a free period, early release or late start, in the specified time period set by administration.

Criteria is as follows:

- No unexcused absences
- No tardies
- No behavior referrals
- Passing all classes with at least C-

HIGH SCHOOL SEMESTER EXAM EXEMPTIONS

EXAM WAIVER POLICY

All students will be required to take First Semester Exams regardless of grades or attendance.

A student will NOT have to take Second Semester Exams if he/she meets all criteria specified below:

- has no more than 5 days of absences for the entire school year **per class hour***
- has no more than 1 unexcused absences for the entire school year **per class hour***
- has no more than 3 tardies per semester per class hour*
- has no days of out-of- school suspension for the entire school year*
- has no more than 2 After-School Detentions for the entire year*
- has at least a "B" in the class for the semester*

Days missed due to school related events (athletic events, field trips, band concerts, etc.) will not be counted as absences.

College days will not be counted as absences if proper request and documentation protocol is followed.

Doctor's notes, court dates, illness, funerals, hospitalization, and other absences, even though they may be excused, will be counted against the five days of absences.

HOME AND HOSPITAL INSTRUCTION

-Cross Reference: Press 6:150 Home and Hospital Instruction

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's hospital, home, or another neutral site agreed upon by all parties.

A student who is unable to attend school due to pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician provides written documentation that she is medically unable to attend regular classroom instruction. In addition, the instruction may also be provided for up to three months after the child's birth or a miscarriage.

HOMELESS OMBUDSPERSON

The Homeless Ombudsperson representatives for Odin Public School District #722 are the school counselor and the school nurse.

DEFINING HOMELESSNESS

- o Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
- o Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- o Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.

- o Living in emergency or transitional shelters.
- o Abandoned in hospitals.
- o Awaiting foster care placement.
- o Children and youth who have a primary nighttime residence that is a public or private place not designed as a regular accommodation for human beings.
- o Children and youth living in cars, parks, public spaces, bus or train stations, or similar settings
- o Migratory children who qualify.
- o The term “unaccompanied youth” includes a youth not in the physical custody of a parent or guardian.

RIGHTS of HOMELESS STUDENTS

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children and youth not living with a parent or guardian applies to all services, programs, and activities provided or made available. If your child falls into any of the above categories, contact the district’s homeless ombudsperson as stated previously.

HOMESCHOOL OPTION

As a public school district, homeschooling is not encouraged. Home school is an option for students, however the student may be considered the same grade as they left. Home school courses may or may not be accepted by the administration. Proper testing may be done upon the return of the student for proper placement. Parents interested in homeschooling students must contact the ROE for requirements from the state.

KASKASKIA COLLEGE COURSES

Dual credit courses, KC NOW and Jump Start may be offered at Odin High School. Some courses may require placement testing. Please visit Kaskaskia College website at www.kaskaskia.edu or the Odin School webpage at www.odinpublicschools.org for more information. Courses offered through KC will be weighted.

LIBRARY POLICIES

LIBRARY CHECK-OUT PROCEDURES

The library is to be used as a place for students to study, do research, or leisure reading.

No materials shall be removed from the library unless they are checked out. Grade school students may check out materials for one week. High school students may check out books and materials for two weeks. It is important to bring materials back by the due date. If you need additional time, the librarian will renew the materials. If you are more than two weeks delinquent in returning items or paying for lost or damaged items, you will not be permitted to check out additional materials until you have cleared your library record.

LOST AND DAMAGED MATERIALS/TEXTBOOKS

All lost items should be reported to the librarian or classroom teacher as soon as possible. You will then be informed of the replacement cost of the missing item, and arrangements will be made for you to pay for the item.

Any damaged item should be reported to the librarian. If repairs can be made, there will be no charge to the student. If the item is permanently damaged, the student will be charged for its replacement.

LOCKERS

Each student in grades 6-12 is assigned a locker for the storage of books and belongings. The district is not responsible for any lost, stolen or missing items from a school locker. Student lockers are considered the property of Odin Public School District #722 and are subject to search by school authorities at any time. No lock shall be placed on the locker unless the

combination is provided to school administration. Any unauthorized lock will be removed at student expense.

LOITERING

Loitering in the halls, or the front entryway, will not be permitted at any time during the school day. Upon entering the school in the morning, and throughout the day, students are expected to move quietly and courteously from one class to another. Students are not to be in the classrooms during lunch time unless given permission and/or under the supervision of a school official.

PARKING

PERSONNEL

The parking lot north of the school is reserved for school personnel only. This parking lot is not to be used for dropping off or picking up students during the day.

STUDENT/PARENT/VISITOR

The west parking lot is provided for student and visitor parking. Student vehicles are not to be parked on the street during school hours or when participating in an out of town activity.

Student participation in extracurricular/school sponsored activities is considered a privilege and not a right. The random drug testing program will be applied to all students interested in participating in interscholastic sports and/or extracurricular clubs and organizations. Any student wanting to drive to school and park in the school's parking lot will also be included in the program. Students included in any of these groups will have their names added to the drug testing pool and will be tested using the guidelines and procedures stated in the random drug testing policy. Those who use a motor vehicle for transportation to and from school are required to comply with the regulations below:

- 1) Cars are to be parked in such a manner that no entrances, exits, or driving lanes are blocked. Illegally parked vehicles will be towed at the owner's expense.
- 2) Cars must be vacated IMMEDIATELY upon arrival.
- 3) A written statement from a student's parent is necessary before permission will be given for driving for class or school business.
- 4) Student vehicles must be registered in the main office before using the student parking lot. Students must provide the make and model as well as a description of the vehicle.
- 5) Students must provide proof of insurance and keep the office up to date as insurance is renewed.
- 6) Students driving a vehicle to school must park in the student parking lot.
- 7) Students driving recklessly in the parking lot may be subject to disciplinary action.
- 8) As a condition to parking on school property, students consent to searches of their vehicles. Students have no reasonable expectation of privacy in cars parked on school grounds.

PE EXEMPTIONS

-Cross Reference: Press 6:310 Credit for Alternative Courses and Programs, and Course Substitutions

A student in grades 9 – 12, unless otherwise stated, may request the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances.

1. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
2. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
3. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate (student must be in the 11th or 12th grade).

Students must submit such requests in writing with as much specificity as possible.

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

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

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

PROCEDURES FOR REPORTING (bullying & sexual harassment)

Students who are the victims of bullying or sexual harassment must tell a responsible adult about the situation if it is unnoticed by teachers and staff. In addition, the building principal should be notified immediately and a written complaint should be filed by the student with the building principal. Forms are available from the school office.

RANDOM DRUG TESTING POLICY

The Odin Public School District #722 drug testing program is intended to be a part of the overall physical and mental educational and conditioning programs of Odin PSD. Its purpose is not disciplinary in nature, but rather is intended as a medical diagnostic aid in disclosing possible drug related problems and as an extension of our educational drug programs. Drug usage is obviously inconsistent with participation in interscholastic activities and the program includes appropriate procedures for dealing with such problems. Any student in the driver education program is also subject to the random testing.

Student participation in extracurricular/school sponsored activities is considered a privilege and not a right. This program will be applied to all students interested in participating in interscholastic sports and/or extracurricular clubs and organizations. Any student wanting to drive to school and park in the school's parking lot will also be included in the program. Students included in any of these groups will have their names added to the drug testing pool and will be tested using the guidelines and procedures stated in the random drug testing policy.

The purpose of the program is to prevent drug use, to educate eligible students as to the serious physical, mental, and emotional harm caused by drug abuse, to alert eligible students with possible drug problems to the potential harm, to prevent injury, illness, and harm as a result of drug abuse, and to maintain Odin Public School District #722 as an environment free of drug use. The program is not primarily intended to be punitive in nature.

Any student that tests positive will automatically be retested at the next date. These students will also be required to attend counseling.

All students participating in extracurricular athletics, clubs, and organizations or requesting a student parking permit must have a signed consent form on file with Odin Public School District #722 before the student will be allowed to participate in the activities outlined in the random drug testing policy. Failed drug testing could result in suspension of driving privileges for a minimum of 1 week.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

-Cross Reference: Press 7:80 Release Time for Religious Instruction/Observation

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

REMOTE/E-LEARNING/DISTANCE LEARNING

This plan will be for any school cancellations including, but not limited to, snow days, emergency days, and extended days off that are not included in the school calendar. This plan will be handed out on registration day.

STUDENT CODE OF CONDUCT

RESPONSIBILITIES OF STUDENTS

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility, indeed a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school:

1. To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers.
3. To refrain from libel, slanderous remarks, and unnecessary obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience, misconduct or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and school-sponsored activities.
9. To respect and not cause or attempt to cause damage or theft to any personal or school property, and to protect and care at all times for your own personal property while at school.
10. To refrain from violating or disregarding established rules and regulations for student conduct on school buses or to refuse to accept the established supervisory authority of the driver or other assigned person in charge.
11. Students upon entering school for the first time, sixth grade, and ninth grade shall present evidence of a recent physical examination. Students participating in interscholastic athletics shall have an annual physical examination.
12. High school students **are not given permission** to leave campus during the school hours to go to their vehicles. It is the high school student's responsibility to have all items needed to successfully complete the school day.

SCHEDULE CHANGES/DROPPING CLASSES

Students may request schedule changes only during the first three days of each semester. Changes will be permitted on a "space available" basis only. Students will not be allowed to be enrolled in more than one session of study hall or physical education without permission from the principal granted on the basis of special circumstances. Teacher-initiated schedule changes will be considered by the administration.

Written parental consent or verbal permission from parents is required for a student to drop a class. Students dropping a class after the first three days of the school year may be required to have a student/parent/teacher/counselor/principal conference. Semester classes may be dropped only during the first three days of the first or third quarters without a grade. A failing grade will be recorded on the student's transcript for any classes dropped after this time.

A full year class may be dropped only during the first ten days of the school year without a grade. A failing grade will be recorded on the student's transcript (for the first semester) for any class dropped after the first ten days of the first quarter. (Special circumstances may exist which requires an academic transfer of courses in a sequential curriculum.)

A student may drop a full year course at the end of the first semester if he/she is having academic difficulty, signature consent from parent/guardian and has consent of the principal. This must be accomplished by the end of the third day of the second semester.

Any student removed from any class for the duration of the semester for disciplinary reasons will receive a failing grade in that class for the current semester.

SCHOOL DANCES

Dances and other after school activities shall be open to eligible students of Odin School Dist. #722. School dances are meant for enjoyment of all who attend. To ensure the safety and well-being of those attending, certain rules regarding behavior must be established. Anyone attending must abide by the following rules:

1. A student wishing to bring a non-Odin School #722 guests must obtain a permission slip from the office. After the parents have signed the permission slip, the guest must be approved by the principal and/or dance sponsor. A guest for a high school dance must be under the age of 20.
2. Odin School Dist. #722 students who bring an out-of-school guest are responsible for the conduct of that guest at the dance.
3. Students below high school age are not allowed at high school dances. High school students are not allowed at junior high dances.
4. Once you arrive at the dance, you are not permitted to leave the building until you depart for the evening. If you leave, you will not be permitted to reenter the dance. In an emergency, the dance supervisors may grant special permission for one to leave and reenter. This permission must be obtained prior to the departure.
5. Tobacco and/or vaping, drugs, or alcohol are not permitted at the dance. This also includes the consumption of either drugs or alcohol prior to attending the activity.
6. Decorations are not to be removed until the end of the dance. They were put up for the enjoyment of all and not intended to be souvenirs until their purpose has been served.
7. Drinks are not permitted in the gymnasium unless permitted by the principal and/or activity sponsor.
8. Inappropriate behavior is not allowed, including, but not limited to, disturbing the scheduled activities, sexual activity, loud and boisterous actions, etc.
9. Dances are school functions. Therefore, all of the rules regarding conduct that apply at school also apply at the dance.

Failure to comply with the aforementioned rules may result in one or more of the following:

- Removal from the dance
- Supervisor escorting the student home
- Notifying the police
- Notifying the parents
- Removal of the privilege to attend school activities for a period of time
- Suspension

Attendance in School

If a student is absent from school, he/she will not be eligible for any contest or activity (including dances) that afternoon, night, **or the following day if school is not in attendance**, with the following exceptions:

1. Absence due to a death in the family
2. Absence due to a school-sponsored field trip
3. The student is absent for part of the day from school but arrives at school by 11:00 and participates in school for the remainder of the day.
4. The student has a doctor or dentist appointment but is in attendance for at least three (3) clock hours on the day of the contest or activity. Doctor note must be provided.
5. Absence has been approved in advance by an administrator or his/her designee.

SEX EDUCATION INSTRUCTION

-Cross Reference: Press 6:60

Students will not be required to take or participate in any class or course in comprehensive sex education if his/her parent or guardian submits a written objection. The student will not be penalized or disciplined for non-participation in sex education instruction. Parents or

guardians may examine instructional materials to be used in any district sex education class or course. Parents wanting their children to be waived from participation in these classes must complete a class attendance waiver statement (available from the child's teacher) and must return the completed document to the teacher within five days.

S.O.A.R (Student's Opportunity for Academic Results)

Students will be recommended to S.O.A.R by the teaching staff and they will communicate the days that S.O.A.R will be available. S.O.A.R is designed to help students with extra time to finish their studies with help from a volunteer staff member. S.O.A.R will be after school until 4:00 p.m. and is only for the student - no family members will stay during this time.

SOCIAL WORK

Odin Public School District offers individual and group social work services to all its students. Students may be seen by the social worker for a variety of reasons including but not limited to: concerns about self-esteem, coping skills, stress management skills, peer interactions, anger management, divorce/separation/loss, and academic & social skills. Students may be referred to the school social worker by parents, teachers, staff, administration, or self. Students who wish to see the school social worker on an ongoing basis, must have a signed consent on file. Student wellness check-ins will be conducted for ALL students in grades 3-12 at least twice a year.

All content within sessions is kept confidential with the exception of threats to hurt his/herself or someone else or if the student reports any form of abuse. As a mandated reporter, our social worker is required to report disclosures of abuse and neglect to the Department of Children and Family Services.

The social worker is responsible for scheduling relevant speakers, presenters, assemblies, and training for all the students. Your child, throughout the year, will have the opportunity to hear these presentations. Topics may include, but are not limited to, Body Boundaries (good/bad touch), bullying, healthy relationships, Healing Species (program dog), hygiene/puberty, substance use/abuse, and mental health education. Notification of such programs will be on the school website and app in advance.

Students receiving Social Work minutes through their Individualized Education Plan (IEP) will be seen by a social worker from the Kaskaskia Special Education District (KSED).

STANDARDIZED TESTING

-Cross Reference: Press 6:340, Student Testing and Assessment Programs

Students in grades 3-12 will periodically participate in standardized testing. Parents can assist their children to achieve their best performance by doing the following:

- 1) Encourage students to work hard and study throughout the year;
- 2) Ensure students get a good night's sleep the night before exams;
- 3) Ensure students eat well the morning of the testing;
- 4) Remind and emphasize for students the importance of good performance;
- 5) Ensure students are on time and prepared for tests;
- 6) Teach students the importance of honesty and ethics during the tests;
- 7) Encourage students to relax during testing day.

HARASSMENT PROHIBITED

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity[1]; gender-related identity or expression; ancestry; age; religion; physical or

mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

SEXUAL HARASSMENT PROHIBITED

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

TEEN DATING VIOLENCE PROHIBITED

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:
Belinda Kirgan, Superintendent
102 S. Merritt St.
Odin, IL 62870
618-775-8266
bkirgan@odinpublicschools.org

Complaint Managers:
Quinton Marcum, Principal
102 S. Merritt St.
Odin, IL 62870
618-775-8266
qmarcum@odinpublicschools.org

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

TOBACCO AND/OR VAPING

Smoking tobacco and/or vaping and/or possession of tobacco and/or vaping or any nicotine products by students is not permitted on school buses, in school buildings, or on school grounds at any time.

When a staff member finds a student in possession of tobacco and/or vaping products, the student shall be disciplined by the administration on an individual basis. Disciplinary measures may include personal counseling, Withholding of Privileges, and/or suspension for a period of up to ten days.

Given reasonable grounds for suspicion, school officials may search for, seize and discard tobacco and/or vaping products brought

onto buses or school property.

UNDER THE INFLUENCE POLICY

Any student deemed by administration to be under the influence of drugs will be released to their parent or legal guardian and must obtain a drug test and produce the results before returning to school. If the test proves to be negative, the school will pay the lab cost. If the test is positive, the student is responsible for the fee. If the student does not consent to a drug test, they will be deemed as under the influence and receive associated disciplinary consequences.

VISITORS

-Cross Reference: Press 8:30 Visitors and Conduct on School Property

Student, parent, and visitor traffic must enter through the main doors, or west entrance, of the building. The entrance at the north end of the building is accessible by teachers and staff only. The security system requires students and other visitors to ring a buzzer for admittance after the 8:20 bell. After being admitted into the building, students, parents, and visitors are required to report to the main office. A visitor is referred to as any person other than an enrolled student or district employee. Visitors must provide office personnel with their signature as well as the date, time, and reason for being in the school. A visitor will receive a visitor tag and place it in a visible location. Any approved visitor should proceed quietly and orderly to their intended destination and return to the office to sign out before leaving the building. Visitors are expected to abide by all school rules during their time on school property. Any visitor who fails to conduct himself or herself appropriately will be asked to leave and could also be subject to criminal penalties for trespass and disruptive behavior.

GRADES

Reports of student grades are issued at midterm and at the end of each quarter. Parents are asked to review grades with their children, and to consult with the teacher if they need additional information.

Numerical Value	Grade	GPA- Regular Ed	GPA-Dual Credit	Numerical Value	Grade	GPA- Regular Ed	GPA- DC
100	A+	4.33	5.33	73-76	C	2.00	3.00
93-99	A	4.00	5.00	70-72	C-	1.67	2.67
90-92	A-	3.67	4.67	67-69	D+	1.33	2.33
87-89	B+	3.33	4.33	63-66	D	1.000	2.00
83-86	B	3.00	4.00	60-62	D-	0.67	1.67
80-82	B-	2.66	3.67	59	F	0.00	0.00
77-79	C+	2.33	3.33				

CHANGING GRADES

Parents and students have the right to question a grade if there is cause. The administration has the authority to modify a grade if circumstances warrant such action. The teacher will be notified of any action taken.

105 ILCS 5/10-20.9a

CHEATING POLICY/PLAGIARISM

Any student caught cheating or plagiarizing on a daily assignment, project, test, quiz, or semester exam will receive a "0" on that daily assignment, project, test, quiz, or semester exam. The teacher should report the incident to the administration and the parents. Students will also be subject to disciplinary action, which may include, but is not limited to:

1. Disciplinary consequences that are outlined in the teacher's classroom management plan.
2. Detention-after school.
3. Suspension from school for up to ten days.

GRADING/HOMEWORK/PROMOTION/RETENTION

-Cross Reference: Press 6:280, *Grading and Promotion*

School report cards are issued to students on a quarterly basis. Questions regarding grades should be directed to the appropriate classroom teacher.

Homework is used to practice and enhance the skills learned in the classroom. The frequency and time requirements will vary depending on a student's teacher, grade level, and ability.

Students in Kindergarten through 8th Grade who have two (or more) failing grades based on the end of year subject average in core subjects (Grades K – 8: Language Arts, Math, Reading, Social Studies and Science) will be retained. Odin School District reserves the authority to take other factors into consideration regarding retention/promotion. Factors that shall be considered for promotion are test scores, attendance, class grades, attitude, class participation, past retention and recommendations from teachers and the administration. If a student is retained, remedial education will be provided.

GRADING SCALE

First Quarter Average – 40%

Second Quarter Average – 40%

Exam Grade – 20%

= Semester Grade

A student may receive NO MORE THAN ONE QUARTER GRADE OF "F" PER SEMESTER to successfully pass a course.

HIGH HONOR ROLL

A high school student must be enrolled in English and in at least two of the following: Advanced math, advanced science, dual credit classes, or foreign language. Any deviation from these courses must be approved by the counselor and/or administration. A student achieving the status of high honor roll must have a grade point average of 3.67 or above and whose grades consist of A's and/or B's.

HONOR ROLL

Honor roll is achieved when a student has earned a GPA of between 3.0 and up to 3.67 and whose grades consist of A's and/or B's.

VALEDICTORIAN/SALUTATORIAN

Selection of the valedictorian and salutatorian for the senior class will be based on the grade point average accumulated through the second semester. In order to be considered valedictorian or salutatorian, a student must have completed a minimum of eight consecutive quarters of high school within the district, however GPA will be an accumulation of four years.

Selection of the valedictorian and salutatorian for the eighth grade class will be based on the grade point average to two decimal places in subjects through the second semester. In order to be considered valedictorian or salutatorian, a student must have completed eight consecutive quarters (in grades 7 and 8) within the district, however GPA will be an accumulation of three years.

Selection of marshals and ushers for the seventh grade class will be based on grade point average and completion of six quarters (in grades 5, 6, 7) within the district.

Selection of marshals and ushers for the junior class will be based on grade point average and completion of eight quarters of high school within the district.

ATTENDANCE

ATTENDANCE INFORMATION/ATTENDANCE POLICY

-Cross Reference Press 7:70 Attendance and Truancy

RESPONSIBILITY OF PARENTS

Regular and punctual attendance is of prime importance to success in school. Students are expected to be in attendance for all classes and assigned activities unless there is a justifiable reason for being absent from school. It is the responsibility of the parent/guardian of a student who is enrolled to ensure that children attend school in a regular, punctual manner. School doors open to the foyer at 8:00 a.m. Breakfast is served from 8:00 a.m. to 8:15 a.m.

STUDENT ABSENCE

Student absences fall into two categories: excused absences and unexcused absences.

- 1) Excused absences – When it is determined that a student is absent from school for a valid cause, the absence will be considered excused. The student is allowed to complete any work missed during the excused absence. **Any documentation for absences must be turned into the main office within 24 hours of the absence.**

Excused absences include the following:

- a) Personal illness (Students who are absent from school for a fever of 100 degrees or greater, must be fever free for 24 hours (without the help of medication) before returning to school.
- b) Doctor or dental appointment
- c) Family illness
- d) Death in the immediate family
- e) Observance of a religious holiday
- f) Court summons
- g) Family emergency
- h) Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
- i) Other situations beyond the student's control as determined by the building principal
- j) Mental health - 2 consecutive mental health days may be referred to the social worker**

It is the responsibility of the parent to contact the school to report their child's absence with advanced notice or before 8:45 a.m. on the day of the absence. A reasonable effort will be made to contact parents within two hours after the first class in the event telephone notification of a child's absence has not been received. If no contact is made with a parent about a child's absence, the child will be considered to have an unexcused absence.

STUDENTS IN GRADES K-12

If a parent has not established any contact with the school office and an absence has been deemed as unexcused, a note from a parent is required. An unexcused absence may be revoked if a student provides documentation from a parent/guardian, doctor, dentist, etc. as to the reason for the absence from school. However, a written note from a parent or guardian does not guarantee an excused absence. Notes must be received in the office no later than one day following a child's absence from school. Students with excessive absences from school will be monitored closely by the school administration and truancy proceedings will be submitted to the Regional Office of Education.

ANTICIPATED ABSENCES

Students who have prior knowledge that they will not be in attendance should make arrangements prior to this time. The parent(s)/guardian(s) should contact the office for attendance purposes before the absence. The student needs to provide an anticipated absence form to teachers prior to their absence, if the absence requires the student to miss one or more days of school, so homework can be arranged. Students need to have this form filled out, signed, and turned in 1 week prior to the first date out. These forms can be obtained from and returned to the main office by the student. **Anticipated Absences will still count toward the five absences during a semester.** Administration reserves the right to approve or deny such requests.

BUSINESS/PRE-ARRANGED ABSENCES/COLLEGE DAY

Business absences shall be used for educational or work business that cannot be conducted before or after the regular school days or on weekends or holidays. Examples of approved business absence are as follows:

1. Visitation of college or university campuses.
2. Military testing - training - recruitment.
3. Work application/interview.

1. Business absences will not be granted to any student who has one or more suspensions, one or more trancies during the semester.
2. When the initial request for Business Absence is presented, the student will take an application form to teachers to obtain their signatures and a short statement regarding present academic achievement. The student will submit to the Principal for final approval the signed application, attesting to the awareness on the part of the parent and the student of the student's responsibility to make up for missed work.
3. Teachers will provide assignments to students and will give make-up tests at their convenience. Students will be required to make up work missed in such a way as to impose no added burdens on the teacher.
4. Students must be passing all subjects in order to receive approval for a Business Day.
5. Students will not be allowed a Business Day during semester exams.
6. A Business absence for educational or military purposes will be recorded as a "field trip day".
7. Two (2)-business absences per school year may be allowed although consideration may be allowed as to where the visitation takes place.
8. Written verification from the business or educational facility will be required to be returned to the school after a business absence day is used for the day to be considered an excused absence.

DRIVER'S EDUCATION

The course of instruction required of each eligible student at the high school level shall consist of a minimum of 30 clock hours of classroom instruction and a minimum of six clock hours behind the wheel instruction in a dual control car on public roadways taught by a certified driver education instructor. **Students can only miss up to 2 days of classroom instruction** and must be passing at least 8 courses during the previous two semesters prior to enrolling in driver education.

EXCESSIVE ABSENCES

After an accumulation of eight absences during a year, students are required to provide documentation from a physician before the absences will be considered excused. If documentation is not provided, absences will be considered unexcused. The administration reserves the right to excuse absences beyond **eight** if the absence from school is for valid circumstances.

Illness includes the mental or behavioral health of the child, and for the first 5 days the student is absent for mental or behavioral health, the child need not provide a medical note and shall be given the opportunity to make up any school work missed during the mental or behavioral health absence.

If a student accumulates 9 unexcused absences for any period in a semester, the student will receive half credit for that period.

LATE WORK

Late work (excluding unexcused absences) must be turned in the day after the original due date for any amount of credit to be issued or at teacher discretion.

MAKE-UP WORK

It is the responsibility of the student to arrange make-up work with a teacher upon return from an excused absence. Make-up work for excused absences shall be due one day late for each day of excused absence. Extenuating circumstances may be considered in certain cases. Daily work and quizzes missed due to an unexcused absence shall be discounted at a 0.50 rate which is due when the student returns. Any tests or assignments of a cumulative nature are to be allowed as make-up work at full value when a student is absent for excused reasons. **Teacher discretion should be followed under extenuating circumstances.**

MENTAL HEALTH DAYS

Public Act 102-321, the Excused Student Absence for Mental Health Reasons Act, went into effect January 1, 2022.

This act allows students to have an excused absence due to the mental or behavioral health of the student. Students will be allowed up to five excused Mental Health Days per school year. These five days count towards the total excused absences already allowed per school year (eight absences per school year). After using two Mental Health Days the student may be referred to the appropriate school support personnel. After the student uses five Mental Health Days, a doctor's note will be required. Students are not allowed to call themselves in; a parent must call the school in order for the absence to be considered excused. In summary, Mental Health Days are simply excused absences in the same way as if a student were physically ill.

PASSES/LEAVING DURING THE SCHOOL DAY

No student shall be permitted to leave an assigned class, study hall or lunch without their proper pass. If you leave during the school day you must sign out in the office with permission or note from a parent. If a student becomes ill at school, he/she must obtain permission from the teacher to go to the nurse and make arrangements to go home.

TARDY TO SCHOOL (semester basis):

GRADES 5-12

Tardiness

It is of the utmost importance to the work of each class that ALL students are on time. Each teacher will keep a record of all student tardies. As a general rule, if a student arrives later than 15 minutes to class, they should be considered absent. After the third tardy to a class in a semester, the teacher shall contact home informing the parent/guardian of their student's excessive tardies. On the fourth tardy and every tardy thereafter during the semester, the student will receive the appropriate disciplinary consequences. **See the discipline consequences in the Student Conduct/Behavior section of the handbook.**

The first bell rings at 8:00am. Any student arriving at school after 8:20 a.m. must sign in with the office before going to class.

TRUANCY

Definition: A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. (105 ILCS 5/26-2a of the Illinois School Code).

Compulsory school attendance: Whoever has custody or control of a child between 7-17 years of age (unless the child has graduated from high school) or who is enrolled in any grades, kindergarten through 12, in the public school regardless of age must cause the child to attend the district school wherein the child is assigned, except as provided herein or by state law.

A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days.

The following supportive services may be offered to truant or chronically truant students:

- 1) Parent-teacher conferences
- 2) Student counseling
- 3) Family counseling
- 4) Referral to community agency services

Truant Minor: 105 ILCS 5/26-2a of the Illinois School Code states a truant minor is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in a cessation of chronic truancy, or have been offered and refused. Any person who has custody or control of a child subject to compulsory attendance, who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and/or a fine of up to \$1500. Any person who willingly induces or attempts to induce any child to be absent from school or who knowingly employs or harbors any child who is unlawfully absent from school for three consecutive school days, if convicted, is guilty of a Class C misdemeanor.

Punitive Action: After a chronic truant has been identified as a truant minor in need of supervision, the student may be subject to, but not limited to any one or a combination of the following punitive actions:

1. Detention(s)
2. In School Detention
3. Suspension from school
4. Expulsion from school by the Board of Education; ordered to obtain counseling or other supportive services.
5. Required to perform some reasonable public service work, such as, but not limited to, picking up litter in public parks or along public highways or the maintenance of public facilities.
6. Subject to fine in an amount in excess of \$5.00, but not exceeding \$100.00 for each day of absence without valid cause as defined in 105 ILCS 26-2a or the School Code with each day as a separate offense.
7. Subject to having his or her driver's license or privileges suspended.

DISCIPLINE

DISCIPLINARY MEASURES

DISCIPLINE POLICY-Press

7:190 Student Discipline

1. PARENT NOTIFICATION.
2. DISCIPLINARY CONFERENCE.
3. WITHHOLDING OF PRIVILEGES (INCLUDING BUT NOT LIMITED TO: FIELD TRIPS, ATHLETIC EVENTS, EXTRA-CURRICULAR ACTIVITIES, DANCES, ETC.). Withholding of Privileges can occur at any level and will be enforced by administration.
4. TEMPORARY REMOVAL FROM THE CLASSROOM
5. RETURN OF PROPERTY OR RESTITUTION FOR LOST, STOLEN OR DAMAGED PROPERTY.
6. AFTER-SCHOOL STUDY PROVIDED THE STUDENT'S PARENT/GUARDIAN AHS BEEN NOTIFIED. (IF TRANSPORTATION ARRANGEMENTS CANNOT BE MADE IN ADVANCE, AN ALTERNATIVE DISCIPLINARY MEASURE WILL BE ASSIGNED TO THE STUDENT.)
7. COMMUNITY SERVICE.
8. SEIZURE OF CONTRABAND; CONFISCATION AND TEMPORARY RETENTION OF THE PERSONAL PROPERTY THAT WAS USED TO VIOLATE SCHOOL RULES.
9. SUSPENSION OF BUS RIDING.
10. SUSPENSION FROM SCHOOL AND ALL SCHOOL ACTIVITIES FOR UP TO 10 DAYS. A SUSPENDED STUDENT IS PROHIBITED FROM BEING ON SCHOOL GROUNDS.
11. EXPULSION FROM SCHOOL AND ALL SCHOOL ACTIVITIES FOR A DEFINITE TIME PERIOD NOT TO EXCEED 2 CALENDAR YEARS. AN EXPELLED STUDENT IS PROHIBITED FROM BEING ON SCHOOL GROUNDS.
12. TRANSFER TO AN ALTERNATIVE PROGRAM IF THE STUDENT IS EXPELLED OR OTHERWISE QUALIFIES FOR TRANSFER UNDER STATE LAW.
13. NOTIFYING JUVENILE AUTHORITIES OR OTHER LAW ENFORCEMENT WHENEVER THE CONDUCT INVOLVES CRIMINAL ACTIVITY, SUCH AS, ILLEGAL DRUGS (CONTROLLED SUBSTANCE), "LOOK-ALIKES", ALCOHOL OR WEAPONS OR IN OTHER CIRCUMSTANCES AS AUTHORIZED BY THE RECIPROCAL REPORTING AGREEMENT BETWEEN THE DISTRICT AND LOCAL LAW ENFORCEMENT AGENCIES.

DELEGATION OF AUTHORITY/ TEACHER-LED DISCIPLINE

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent and Building Principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons.

Increased and appropriate disciplinary consequences will be given by students' classroom teacher(S). Consequences will be on a hierarchy scale. consequences can include: verbal or written warnings, phone calls or notes home, lunch or after-school detentions and a written assignment or any other reasonable consequence determined by the teacher's discretion. Repeated or repetitious behaviors will be referred to the office. Any severe behavior will be immediately referred to the office.

Students who fail to comply with the student responsibilities previously listed will be subject to disciplinary action at the discretion of administration. While most situations occurring in the school setting are listed below, it is impossible to cover all scenarios. Disciplinary action for those situations not specifically listed is at the discretion of the administration.

Key:

ASD – After School Detention

ISS - In School Suspension

LD- Lunch Detention

OSS – Out of School Suspension

BIP – Behavior Intervention Plan (Plan to involve student, parent and administration on an individual basis)

STUDENTS WITH DISABILITIES

-Cross Reference: Press 10:20 Discipline of Students with Disabilities

A student with a disability who violates student disciplinary rules and regulations shall be disciplined in accordance with the District's regular student disciplinary policies and procedures unless the behavior is attributable to the student's disability under I.D.E.A., Section 504, Rehabilitation Act.

- 1) The student's Individualized Education Plan states behavioral conditions under which short-term suspensions may be involved or may not be invoked.
- 2) A hearing shall be held to determine whether the student's behavior is attributable to the handicapping condition. (For students whose suspension exceeds ten days per academic year.)
- 3) If the hearing result is that the behavior is not the result of the disability, regular student disciplinary policies shall be followed.
- 4) All procedural safeguards required by PL/94-192 shall be observed.
- 5) Educational services shall continue through regular or alternative programs.

Odin Public School District #722 will follow and comply with procedural safeguards required by the Individuals with Disabilities Education Act (IDEA) and implementing federal and state regulations.

The following procedures shall be used in suspension cases involving special education students:

- **Whenever a special education student is suspended an excessive number of times, the school district shall hold a relatedness conference to determine whether or not the misconduct is the result of the student's handicapping condition as defined by the Rules and Regulations to Govern the Administration and Operation of Special Education. A case study reevaluation shall be completed and/or updated at the relatedness conference.**
- **Such determination shall be made by staff members who are familiar with the student's handicapping condition and educational program in consultation with the staff of Kaskaskia Special Education District #801.**
- **If the misconduct is the result of the student's handicapping condition, he or she shall not be suspended until a multidisciplinary staff conference is provided. In such cases, the student's program shall be reviewed in a conference and, if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged.**
- **The local district may suspend the student, even if the misconduct is the result of the student's handicapping condition, if the student's presence poses a danger to the student, other students, faculty, or school property, or disrupts the education process.**

ALTERNATIVE SCHOOL PLACEMENT

Any student sent to an alternative school must stay in this placement for a minimum of one year. At that time, a team of teachers and administrators will meet and determine if the student is meeting their goals and able to return to the regular classroom.

CORPORAL PUNISHMENT

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

ISOLATED TIME OUT, TIME OUT, AND PHYSICAL RESTRAINT

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

STUDENT CONDUCT/BEHAVIOR (definition of infraction)

FAILURE TO SERVE ANY DISCIPLINARY ACTION MAY RESULT IN THE LOSS OF PRIVILEGES; FOR EX. NOT PARTICIPATING IN ATHLETICS AND EXTRACURRICULAR ACTIVITIES (HOMECOMING, CARNIVAL, PROM, ETC.). ADDITIONAL DISCIPLINARY CONSEQUENCES WILL BE ASSIGNED.

General Inappropriate Behaviors/Standard School Discipline:

Disciplinary action for those situations not specifically listed is at the discretion of the administration.

**(Repeated Abusive Language/Inappropriate Language & Behavior/Profanity/Defiance/
Insubordination/Non-Compliance/Disrespect/Disruptions/Physical Aggression/Horseplay/
Property Damage/Vandalism/Skipping Class/Social Media/Sexting)**

1st Offense	1 ASD
2nd Offense	2 ASD
3rd Offense	ISS & Parent Meeting
4th Offense	2 ISS
5 th Offense	3 ISS

Alcohol (Use or Possession of)

1st Offense	1 to 3 days OSS
2nd Offense	up to 10 days OSS and recommendation to the Board of Education for Possible Expulsion

Bomb Threat/False Alarm

1st Offense	3 days OSS
2nd Offense	10 days OSS and recommendation to the Board of Education for Expulsion

Bullying/Harassment/Threats (Includes in-person and online)

Depending on the severity, see "Severe Threats of Violence" on Page 39.

1st Offense	1 ASD
2nd Offense	2 ASD

- 3rd Offense ISS & Parent Meeting
- 4th Offense 2 ISS
- 5th Offense 3 ISS and possible recommendation to the Board of Education for Expulsion and Withholding of Privileges

Bus Offense (Depending on the severity of infraction)

For all bus offenses, refer to General Inappropriate Behaviors/standard school discipline policy - until the 4th offense:

- 4th Offense 1 Bus Suspension
- 5th Offense 3 days Bus Suspension
- 6th Offense Removal from Bus for the Year

Cheating/Forgery/Plagiarism/Lying

- 1st Offense Student will receive a zero on the assignment and 1 ASD
- 2nd Offense Student will receive a zero on the assignment and 2 ASD
- 3rd Offense Student will receive a zero on the assignment, ISS and Parent Meeting
- 4th Offense Student will receive a zero on the assignment, 2 ISS and Parent Meeting
- 5th Offense Student will receive a zero on the assignment and 1 ISS

Dress Code Violation (See Page 10)

Contact parents and students will be required to change immediately. If there is a repetitive violation then further discipline consequences may be required.

Drugs (Use or possession of) Drug Offense

- 1st Offense Could result in 10 days OSS and recommendation to the Board of Education for Expulsion. Police will be notified.
- 2nd Offense At the discretion of Administration

Electronic Device Violation

This includes all devices including but not limited to cell phones, iWatches, tablets, etc.

- 1st Offense The student must pick the device up from the office at the end of the day.
- 2nd Offense The **parent/guardian must pick the device** up from the office at the end of the day.
- 3rd Offense After school detention, the parent/guardian must pick the device up from the office.
- 4th Offense ½ day In School Suspension and the parent/guardian must pick the device up from the office
- 5th Offense Meeting with parent and administration

Fighting/Sexual Harassment/Gang Activity/Affiliation/Display

- 1st Offense 3 days OSS, transition plan to return to school and possible recommendation to the school board for expulsion
- 2nd Offense Alternate Placement

1st Offense 2 Days ISS

2nd Offense 3 Days ISS

3rd Offense 3 Days OSS and recommend alternative placement

Possession of a Combustible

(Confiscate and Standard Discipline applies - See General discipline, Page 29)

Possession or Use of a Weapon

- 1st Offense 10 days OSS and possible recommendation to the Board of Education for Expulsion

Consequences For All Tardies For All Class Hours

- 1st Offense (4th tardy) 1 day ASD and disciplined logged into Teacherease going forward on each offense here after
2nd Offense (5th tardy) 2 day ASD
3rd Offense (6th tardy) 3 day ASD
4th Offense (7th tardy) 4 day ASD
5th Offense (8 plus tardies) **1 day ISS**

Technology Violation

- 1st Offense **Lunch detention**
2nd Offense **1 day ASD**
3rd Offense **2 day ASD**
4th Offense **1 day ISS**

***Administration reserves the right to impose more severe consequences as deemed necessary.**

Theft

- 1st Offense ISS and a Follow-up with school social worker
2nd Offense 3 ISS and Parent Meeting

Tobacco and/or Vaping (Use or Possession of)

- 1st Offense 2 ISS - including the day caught
2nd Offense 3 ISS and 5 required sessions with the school social worker

Consequences for Day Truancy

The Unexcused Full Day Absence Policy will run on a semester-by-semester basis.

- 1st Offense - 1 day ISS for each unexcused day of absence**
2nd Offense - 2 days ISS for each unexcused day of absence
3rd Offense - 3 days ISS for each unexcused day of absence
All further violations will be handled on an individual basis.

Odin Public School Physical Education Department 6th-12th grade

- 1. All physical education students (except those in Adaptive P.E.) MUST wear an Odin issued P.E. uniform**
- 2. Regular P.E. students must wear socks and shoes appropriate for physical activity.**
- 3. Uniforms should have the student's name written on both the shirt and shorts. Any other writing is not allowed.**
- 4. Students may not alter the uniform in any way (i.e. cut off sleeves, cut out neckline, etc.)**
- 5. In cold weather students may wear sweatpants or a sweatshirt under their uniforms. However no other clothes such as jeans or coats may be worn.**
- 6. Failure to have an appropriate uniform will result in the following options:**

Refusal to Dress/Rent per semester

- 1st Offense Warning**
2nd Offense 1 ASD
3rd Offense 2 ASD
4th Offense 3 ASD

- 5th Offense 1 day ISS
- 6th Offense 3 days ISS
- 7th Offense 3 days OSS
- 8th Offense - No credit will be given for the class

Uniform Rental will be available upon request at teachers' discretion.

Rental uniforms must be procured from the teacher's office in the locker room before the tardy bell rings and must be returned to the same office at the end of the hour. You are required to leave an item of value as collateral for the rental uniform. Failure to do so may result in referral to the Attendance Office for disciplinary consequences or a fine for a replacement uniform.

Field Trip Expectations

Students wanting to go on a field trip/class trip must adhere to the following guidelines

- No more than 3 unexcused absences
- Must be passing each class
- No more than 2 ISS and no OSS

SUSPENSION/DETENTION

DETENTION

Failure to serve any disciplinary action may result in the loss of privileges; for ex. not participating in athletics or extra-curricular activities. Additional disciplinary consequences may be assigned.

DETENTION HALL RULES

1. All students are to be seated with no talking when the bell rings.
2. The detention hall supervisor shall assign seats as desired. No student may leave his/her seat for any purpose.
3. NO talking, food, drink, cell phones, MP3 players, or disruptions of any kind.
4. Students who do not bring homework to work on will be given written work/assignment to do during the detention hall by the detention hall supervisor. If the assigned work is not completed by the end of the detention hall, the individual will be given half credit for that detention.
5. The supervisor shall have final say on questionable behavior.

LUNCH DETENTION

Student eats lunch under the supervision of the principal. Students will still be given unrestricted time for recess if legally required.

IN SCHOOL SUSPENSION

Supervised day of in school attendance. Students are responsible for completing all daily assignments and turning in those assignments to teachers by specified due date.

OUT OF SCHOOL SUSPENSION

Suspension is defined as an exclusion of a student from school and/or denial of educational services to which the student would otherwise be entitled, for a period not to exceed ten school days. Any student suspended will require an administrative conference (administrator, parent, student, teacher as deemed necessary) before returning to school. Students receiving suspension will not be allowed to participate in field trips or extra-curricular activities during the terms of the suspension. In addition, students will be required

to follow the daily lessons via E-Learning.

SUSPENSION AUTHORITY

The Board of Education may suspend or by regulation authorize the Superintendent of the school district or the Principal to suspend a student for gross disobedience or misconduct.

DUE PROCESS PROCEDURES FOR SUSPENSION

Except as set forth in subparagraph (3) below, prior to the imposition of suspensions, the following procedures shall be observed:

- The suspending school official shall give the student oral or written notice of charges and the evidence to support such charges.
- If the student denies the charges, opportunity shall be given for the student to present an explanation in a conference with the suspending school official.
- The suspending school official shall make a decision and then inform the student, if the suspension is to be imposed.
- Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases the requirements of notice and hearing set forth in paragraphs (1) and (2) shall follow as soon as possible.
- Immediately upon imposition of the suspension, the student and the parent(s) or guardian(s) of the student shall receive written notice of the following:
 - The reason(s) for the suspension, including a copy of the specific rules and regulations allegedly violated by the student.
 - The beginning date and total number of days of the suspension.
 - The right to a review of the suspension.

A request for a review hearing shall be submitted in writing to the administration of the school within ten school days of the receipt of the suspension notice. The review hearing shall take place within ten school days of the receipt of the request or on a date mutually acceptable to all parties involved.

EXPULSION

Expulsion Authority –Board of Education

Expulsion is defined as an exclusion of a student from school and/or denial of educational services, to which the student would otherwise be entitled, for a period of more than ten school days not to exceed two calendar years.

The Board of Education shall be authorized to expel a student from school or to impose a bus expulsion for a period of time exceeding ten (10) school days, upon finding that the student has been guilty of gross disobedience or misconduct, in compliance with the Illinois School Code, section 10-22.6.

1. The Board shall consider the following elements when formulating punishment:
2. The seriousness of the student's conduct;
3. The history or record of the student's past conduct;
4. The likelihood that such conduct will affect the delivery of educational services to other students;
5. The severity of the punishment;
6. The interests of the student.

DUE PROCESS PROCEDURES FOR EXPULSION

The Board of Education may expel students for gross disobedience or misconduct; such expulsion shall take place only after a review hearing by the Board of Education, or the Board has taken action upon findings submitted by a hearing officer appointed by the Board.

The student and the parent(s) or guardian(s) of the student shall be notified by registered or certified mail of the following:

1. The reason(s) for expulsion, including a copy of the rules and regulations allegedly violated by the student.

2. The time, place and date of the hearing.
3. The review hearing procedures. (The hearing shall be held at a time and date mutually convenient to the parties involved.)

Additional Information on Expulsion-*Public Act 97-495: Educational Rights of Expelled Students*

Effective January 1, 2012, Public Act 97-495 states the following:

Upon expulsion of a student, the public school district from which the student was expelled is obligated to provide the expelled student with contact information for all relevant alternative education programs. The public school district from which the student was expelled has no further obligation to the student, except in the case of a student with an IEP.

STUDENTS QUESTIONED BY THE AUTHORITIES

Students have the right to have their parents present when being questioned by the authorities. In cases where the parent cannot be present, the principal, superintendent, or designee will stand in place of the parent.

INTERROGATIONS AND SEARCHES

-Cross Reference: Press 7:140 Search and Seizure

In order to maintain order, safety, and security in the schools, school authorities (including School Resource Officer) are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

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

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

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

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

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

BUS INFORMATION

BUS CONDUCT

-Cross References: Press 4:110 Transportation, Press 7:220 Bus Conduct

When students are being transported to and from school on buses, they are as much a part of the school as though they were on the campus. The rules of good citizenship and conduct prevail.

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

1. Students should be seated immediately upon entering the bus.
2. Appropriate use of cell phones will be allowed on the bus as long as it does not infringe on other students' rights. **NO PICS OR FLASHES ON THE BUS.** Cell phone privileges may be suspended by the bus driver or other administration.
3. Headphones are allowed on the bus
4. Students riding buses will have assigned seats.
5. Remain in the seat and do not move from one seat to another.
6. Keep all parts of the body and all objects inside the bus.
7. The noise level must be kept to a minimum at all times.
8. Enter and exit the bus only when the bus is fully stopped.
9. All school rules apply while on the bus, at a bus stop, or waiting for a bus.
10. Use the emergency door only in an emergency.
11. In the event of an emergency, stay on the bus and await instructions from the driver.
12. Good behavior is required to prevent the distraction of the bus driver.
13. Inappropriate behavior of any kind may be subject to bus suspension.
14. Keep the bus neat and clean.
15. Be waiting at the bus stop on time.
16. Parents will be liable for any defacing or damage students do to the bus.
17. Keep all body parts clear of the aisles when seated.
18. Keep all book bags, coats, and other objects out of the aisles.
19. Non bus riders must secure a note from their parents giving them permission to ride the bus. Bus riders must also have a note so parents are aware of the location of said child.

All buses are equipped with video surveillance to monitor student behavior and ensure the safety of all riders. Riding the school bus is a privilege of the student and not a right; therefore, denial of this privilege may be administered by the principal in matters of misconduct. Students may be suspended for up to 10 consecutive days from riding the bus. In extreme or continued instances of misconduct, the school board may suspend a student from bus riding privileges for more than 10 days because of safety reasons. Buses equipped with seatbelts must be worn by passengers.

TRANSPORTATION CHANGES

Students that need transportation changes made must have a note from their parents. If both parties are school age children a note is required from both parties stating changes that should be made. Transportation changes should be made before noon to allow ample time to notify all parties involved.

HEALTH

COMMUNICABLE DISEASE

-Press 7:280 Communicable and Chronic Infectious Disease

It is the responsibility of the parents to notify the school nurse if a student is suspected to have a communicable disease. When a communicable disease has been determined, students may be excluded from school and school activities. If a student is observed to have anything potentially contagious - such as a rash, pink eye, head lice, etc. - they will be sent home and must be evaluated by a doctor and cleared with a note to return to school.

CONCUSSION POLICY

Any student who suffers from a concussion will follow the concussion policy as outlined in the athletic handbook. Any medically diagnosed concussion will need to be released from the doctor. No student may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the

student should continue for several hours. The student must see the nurse before resuming class.

DENTAL EXAMS

All students enrolled in kindergarten, second, sixth and ninth grades are now required to have a dental examination completed during the year and must present proof of having been examined by a licensed dentist before May 15 of the current school year.

FOOD ALLERGIES

Certain federal laws govern the school district's responsibilities for meeting the needs of students with severe food allergies and other forms of anaphylaxis. These guidelines are in addition to, and not in lieu of, those federal laws. The school district has an obligation to seek suitable means of reasonably accommodating a student upon notification and confirmation of potentially life-threatening food allergies and to keep a record indicating that the school conscientiously carried out this obligation. Included in this duty is an obligation to gather sufficient information from the food-allergic student and qualified experts as needed to determine what accommodations are necessary. Each food-allergic student is different and will require a different individualized plan based on a variety of factors, including his or her food allergies, age, medical history, recommendations from doctors, and facilities in the school. Sometimes a student's individual needs will require the school to take more precautions and to make more accommodations than are required by these general guidelines.

Food Allergy Management Program-Cross Reference: Press 7:285 Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in The School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf.
3. Complies with State and federal law and is in alignment with Board policies.

LEGAL REF.: 105 ILCS 5/2-3.149 and 5/10-22.39.

Guidelines for Managing Life-Threatening Food Allergies in Schools (Guidelines), jointly published by the State Board of Education and Ill. Dept. of Public Health.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100, (Relations with Other Organizations and Agencies)

ADOPTED: October 18, 2010

HEAD LICE POLICY

Goals

- Identify infested individuals and see that they are properly treated
- Break the cycle of re-infestations

- Decrease school absences for students
- Provide information to students, parents, and teachers regarding appropriate management of head lice infestation

Policy and Procedure for Controlling Head Lice

It is the policy of Odin Public School that a student found to have active live lice will be sent home when it is discovered. If a student is reported to have head lice the school nurse or designated employee will do the following:

1. The student will be examined to determine if there is active infestation; live lice or many nits less than one-quarter inch from the scalp. (Due to the rate of hair growth, nits that are farther away from the scalp will not hatch or have already hatched).
2. If the school nurse or designated employee determines that there is an active infestation the student's parent/guardian will be notified and the student will be sent home with instructions for treatment.
3. If a case of head lice is confirmed the school nurse may conduct a classroom check or will check individual students as she deems necessary.
4. Siblings of any positive cases will be checked, plus the sibling's class if he/she proves positive and the school nurse deems it necessary. If the sibling attends another school, the school nurse may contact the School Nurse of that school.
5. It is the responsibility of the parent/guardian to make arrangements with the school nurse for the student to be examined before re-entry into the school. The parent/guardian must accompany the child to school for this examination (or make prior arrangements) so that the school nurse can check for the presence of live lice, review treatment, and provide any needed instructions or support.
6. The student may return to school after the student's hair has been investigated by appropriate school personnel and has been determined to be free of live lice.
7. Only **one** day will be allowed as an excused absence for the purpose of treatment. More time out of school than this will be considered unexcused absences due to parental/guardian non-compliance and will be referred to the principal for follow-up. It is recognized that no child should routinely be excluded from school due to head lice and parents/guardians will be encouraged to treat promptly and return the child to school the next day.
8. Seven to ten days following the initial treatment, the family will be contacted by letter or by phone requesting that a second treatment be administered.
9. Any child who has been identified as a case or contact of head lice will be rechecked ten days after his/her initial examination.
10. If head lice are found in large numbers in one classroom, or if lice are found in more than one classroom within the school, all students deemed necessary in both elementary and high school, will be examined.

HEALTH INSURANCE CLAIMS

Odin Public School District #722 will not pay any student health insurance claim without an injury report on file documenting the incident that caused the injury and an insurance accident claim form being completed and returned to the District office for processing.

MEDICATIONS

ADMINISTERING MEDICATIONS TO STUDENTS

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

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

SELF-ADMINISTRATION OF MEDICATION

A student may possess an epinephrine injector (EpiPen) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or asthma inhaler, or the storage of any medication by school personnel.

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

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

DESIGNATED CAREGIVER ADMINISTRATION OF MEDICAL CANNABIS

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

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis,

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

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required administration of the product during school hours.

UNDESIGNATED MEDICATIONS

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

EMERGENCY AID TO STUDENTS

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

PANDEMIC: SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.

8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.

9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.

11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

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

PERSONAL ILLNESS

Students need to stay home if they have a fever of 100 degrees or more. They must be fever free for 24 hours without the help of medication before returning to school.

PHYSICAL EXAMINATIONS/IMMUNIZATIONS

Illinois law requires each child entering school for the first time and sixth and ninth grades to have a completed physical examination. In addition, the school is required to have a copy of updated immunizations age appropriate that are required by state law. Up until 6 years of age each child must have a Completed Health Risk Assessment Questionnaire or a Lead Test if required. These records must be signed by a licensed medical professional. If a parent or guardian fails to return the completed physical form or fails to complete the immunization requirements, it is the policy of Odin Public School District to deny these children the right to enroll in the school until state requirements are completed. This will be enforced on the first day of school.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

SCHOOL ADMINISTERED VISION/HEARING SCREENINGS

Vision and hearing screenings are completed on a routine basis as mandated by the Illinois State Board of Education. This includes designated grades, new students, special education students, and teacher referrals. If you do not want your child to participate in this screening you must sign a waiver.

VISION EXAMS

All children enrolling in kindergarten or any student enrolling for the first time in school shall have an eye exam. Proof shall be presented on the first day of school or proof that an eye exam will be completed within 60 days.

DENTAL EXAMINATIONS

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

EXEMPTIONS

Cross Reference: Press 7:100 Health, Eye, and Dental Examinations; Immunizations, and Exclusion of Students

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

SUICIDE PREVENTION

National Suicide Hotline 1-800-273-8255 (Available 24 hours a day)

Text HELLO to 741741

Odin Counselor Mrs. Haarmann- thaarmann@odinpublicschools.org

Odin Social Worker Mrs. Lynch- klynch@odinpublicschools.org

SCHOOL SAFETY

ASBESTOS NOTICE

Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519)

On October 22, 1986, the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519) was signed into law. The law required EPA to develop regulations that provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This new rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of Odin Public Schools for any reason. Odin Public Schools takes very seriously the recommendations made in the management plan, which has been approved by the Illinois Department of Environmental Management.

District employees complete inspections every six months. Every three years trained professionals make a re-inspection and the management plan is updated.

The Superintendent will oversee asbestos activities and ensure compliance. Additional questions regarding asbestos can be directed to the Superintendent at Odin Public Schools, 102 S. Merritt Street, Odin, IL.

EMERGENCY CLOSING, INFORMATION and SPECIAL ANNOUNCEMENTS/REMOTE LEARNING DUE TO CLOSURES

(See E-Learning Policy Attached)

In case of severe weather/snow, low temperatures, ice, etc., the official announcement for school closing will be announced via the School App notification system which includes updates to Facebook, text, email. and the app. and on WJBD Radio Station before 7:00 AM.

Procedures concerning tornadoes, fires, and nuclear attacks will be posted in each room. Mandated safety drills that are conducted each year include:

- Fire evacuation (3 drills)
- one severe weather (shelter-in-place)
- law enforcement drill
- bus evacuation drill.

SCHOOL APP

Odin Public School District will utilize the school app to establish additional communication between home and school. School closings, weather emergencies, and general announcements will be broadcast to homes or cell phones. It is vital to report any change in phone numbers that may occur during the course of the school year to the main office.

ENVIRONMENTAL QUALITY OF BUILDING AND GROUNDS

The Superintendent shall take all reasonable measures to protect the safety of District personnel, students and visitors on District premises from risks associated with hazardous materials and the environmental quality of the districts' buildings and grounds.

Lawn Care Products

The school districts follow all guidelines required by the *Lawn Care Products Application and Notice Act 415 ILCS 65*. Employees, parents/guardians and students may complete the Lawn Care Products Registry if they wish to be notified when an application is scheduled.

Pesticides

The school districts follow all guidelines required by the *Structural Pest Control Act, 225 ILCS 235*. Employees, parents/guardians and students may complete the Structural Pest Control Registry if they wish to be notified when herbicide, insecticide and/or fungicide application is scheduled.

MANDATED REPORTER

-Cross Reference: Press 5:90

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

SAFETY DRILL PROCEDURE AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of

one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

SEX OFFENDER/VIOLENT OFFENDER NOTIFICATION LAW

-Cross Reference; Press 4:170

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

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

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

Any time a convicted child sex offender is present on school property for any reason—including the three reasons stated above—he/she is responsible for immediately reporting to the school office upon arrival to and departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school officer at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

The Illinois Sex Offender Registry is found on the Illinois State Police website at: <http://www.isp.state.il.us/sor/>. The Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police website at: <http://www.isp.state.il.us/cmvo/>.

Guidance on Severe Threats of Violence

SEVERE THREATS OF VIOLENCE

After participating in intruder training with local and county police departments, Odin public school will treat all threats of violence as if they will be carried out. The police agencies that Odin Public School Partners with suggests that Odin School should be proactive from this point forward regarding threats of violence to students, faculty, staff, and bystanders, or the general school at large. Given the recent history and present day climate of firearm violence in public schools, it is no longer the job of the school to determine a student's motive or intent. In the event a threat is issued, it is highly recommended that the school do the following:

- Investigate the threat
- Contact law enforcement and the student's parents
- Supply law enforcement with information that will aid in the investigation
- Lockdown as deemed necessary (threat or intruder protocol)
- Notify the state police that a threat has been issued for data collection
- The school should discipline to the highest capacity allowed by the school board based on the results of the investigation (usually a recommendation to expel or to place in a high secure alternative school setting or detention center)
- If the threat has not been contained the school will notify emergency responders, staff, and other stakeholders as soon as possible. The school may notify through Navigate Prepared System or other method as of a lockdown situation.
- If the threat has been contained, it is suggested to notify those who need to know the situation (ex. Teachers who have the enrolled student in class and that student being removed from a teacher's classroom for an extended amount of time as a result of the offense).

ATHLETIC/EXTRA CURRICULAR HANDBOOK

Dear Student/Parent/Guardian,

We would like to take this opportunity to welcome you to Odin Public School. Extracurricular activities are an important part of the total school program. Thus, the goal of the district is to provide each enrolled student with an opportunity to participate in extracurricular activities that will contribute to leadership abilities, social well-being, self-realization, good citizenship, general growth, and/or the principles of good sportsmanship. Also, extracurricular activities can teach participants the spirit of competition as well as the value of cooperation.

Please take time to thoroughly read and discuss this document and refer any questions to coaches, sponsors, the athletic director, or the principal. In addition to this handbook, there are forms included that need to be signed and returned after reading this athletic/activity handbook. The required forms must be signed and returned to the coach, sponsor, or athletic director prior to participation in athletics/activities.

Jeff Burton, Athletic Director

Interscholastic Activities

The following list of activities is offered to students at Odin Public School and the maximum number of students who may participate in each.

Elementary School

Baseball- Boys (TBD by Patoka)
Basketball- Boys/Girls (15 V / 15 JV)
Cheerleading- Coed (12)
Cross Country- Boys/Girls (Unrestricted)
Scholar Bowl- Coed (22)
Softball- Girls (20)
Track & Field- Boys/Girls (Unrestricted)
Volleyball- Girls (15 V / 15 JV)
E-Sports

High School

Baseball- Boys (20)
Basketball- Boys (TBD by Patoka)
Basketball- Girls (TBD by Sandoval)
Cheerleading- Coed (TBD by Patoka)
Cross Country- Boys/Girls (Unrestricted)
Scholar Bowl- Coed (22)
Softball- Girls (20)
E-Sports
Track & Field- Boys/Girls (Unrestricted)
Volleyball- Girls (15 V / 15 JV)
Golf-Coed (TBD by Sandoval)

Participation in extracurricular activities at Odin Public School is a privilege extended by the district to students who wish to participate and agree to comply with the athletic/activity handbook and any other district policies or rules. Those who participate in extracurricular activities have the responsibility to conduct themselves at all times, including after school and on days when school is not in session, and whether on and off school property, as good citizens and exemplars of their school. **Any child who resides in the district and who does not attend the main campus including home-school and alternative education may not participate in interscholastic activities. In the event any child returns to the Odin Public School district campus, students must be on campus for 3 weeks (or 15 school days) to be reevaluated by administration before they can participate in any athletic function. SIJHSAA and IHSA rules will apply.**

The contents of this handbook include the rules and guidelines for all students participating in extracurricular athletics/activities. The rules and guidelines included in this handbook are effective during the entire calendar year throughout the student's years at Odin Public School District #722 and are subject to change.

The Odin Public School District #722 Board of Education reserves the right to establish policies and procedures that exceed the Illinois High School Association (IHSA) and the Southern Illinois Junior High School Athletic Association (SIJHSAA) policies and by-laws.

When the Odin Public School District #722 Board of Education establishes policies and procedures that exceed the IHSA and/or SIJHSAA policies and by-laws, the Odin District policies and procedures shall govern and supersede.

I. Injuries

All athletic injuries must be first reported to the coach. All injuries must be reported by the coach in writing the next school day to the principal and school nurse for purposes of insurance and liability.

II. Grooming and Dress

1. Athletes/participants must wear hair out of their eyes, tied back, or any style provided the hair does not interfere with vision or safety.
2. Athletes/participants must be appropriately groomed and neatly dressed.

III. Verification Forms

1. The athlete must have proof of insurance on file with the principal or his/her designee indicating that the athlete is properly insured. The parent or guardian will fulfill this requirement by completing the Odin Public School District #722 Athletic/Activity Agreement form.
2. The athlete must have a current physical examination on file with the principal or his/her designee. A physical examination is valid for one calendar year.
3. The athlete/participant must have permission from his/her parent or guardian to participate in extracurricular athletics/activities. The parent or guardian will fulfill this requirement by completing the Odin Public School District #722 Athletic/Activity Agreement form.
4. The student and parent/guardian must sign the Odin Public School District #722 Athletic/Activity Agreement form stating they have received and read the Odin Public School District #722 Athletic/Activity Handbook. By doing so, they have agreed to comply with the provisions of the Odin Public School District #722 Athletic/Activity Handbook and district policies or face consequences for any infractions that occur.
5. Students and parents must sign the concussion form stating that they have received and read the concussion policy. (Board Policy 7:305)

IV. Participation and Attendance in a Sport/Activity

Any student who is eligible to participate in a sport/activity will be permitted to try-out if he/she so chooses. Students who choose to participate must attend tryouts or practices during the first week (one complete school week) the sport/activity begins. Students who have a medical excuse or have been granted a pre-arranged absence may be exempt from attending the first week. The coach/sponsor, athletic director, and the principal will make the final determination when these situations arise.

For the protection of the health and safety of participants in extracurricular activities and to protect the integrity of the team, team members shall be required to attend and participate in regular scheduled practices, games, and events, as appropriate.

All students must secure permission from the coach or sponsor before missing any scheduled practices. Any unexcused absence from regularly scheduled practices may be cause for partial or total suspension from the squad. Practices called that had not been previously scheduled shall be optional. Practices scheduled on Sundays or holidays (New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving, and Christmas Day) shall not be held unless under extenuating circumstances and approved by the administration. Saturday practices scheduled seven (7) days in advance are mandatory (unless it falls on one of the holidays mentioned above). Students should remember that a missed practice is a lost learning opportunity to gain knowledge and/or skills of a sport/activity. The coach or sponsor may examine the validity of such absences and may discipline accordingly. Unexcused absences from regularly scheduled practices will be handled in the following manner:

- 1st offense – One game/event suspension
- 2nd offense – Two games/events suspension
- 3rd offense – Student/athlete dismissed from team

The coach or sponsor of the individual team will handle discipline for athletes/participants who are tardy to practice.

All students must secure permission from the coach before missing any scheduled game or event. Any unexcused absence from

any scheduled game or event may be cause for partial or total suspension from the squad. The coach may examine the validity of such absences and may discipline accordingly. Unexcused absences from games or events will be handled in the following manner:

1st offense – One game/event suspension

2nd offense – Student/athlete dismissed from team

A student may participate in more than one athletic event/activity during a single season. A game or competition will take precedence over practice; students have the responsibility to notify the coaches involved if a conflict should arise.

No student may terminate their participation in a school sport after the first game of the season, without the consent of the coach and athletic director. Exceptions may be made on a case by case basis for verifiable academic, medical or personal reasons. Any such request made after the first game must be in writing, addressed to the Athletic Director and signed by the student and the parent or guardian.

Cheerleaders are selected long before the first game of the season. Rules and regulations for students terminating participation in cheerleading are found in a separate document and given to students by the cheerleading coach.

Any student who chooses to terminate his/her participation in a sport without approval (i.e. refusing to practice, walking off the field, court, etc.) will be suspended from all sports for 90 school days. Completion of the suspension will carry over into the next school year if necessary.

V. Academic Eligibility

A. Academic eligibility is determined by standards set forth from IHSA and Odin School District #722.

IHSA Bylaw- Eligibility 3.00

- a. 3.021 They shall be doing passing work in at least twenty-five (25) credit hours of high school work per week.
- b. 3.022 They shall, unless they are entering high school for the first time, have credit on the school records for twenty-five (25) credit hours of high school work for the previous semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received.

Odin School District #722 has a policy of NO PASS, NO PLAY. All student athletes must maintain passing grades in every academic subject at the time of eligibility determination. Academic eligibility will be monitored on a weekly basis during the sport/activity season. **ALL GRADES FOR THE WEEK WILL BE ENTERED BY THURSDAY AT 3:30 P.M. NO GRADES WILL BE ENTERED ON FRIDAY.** Eligibility is based on letter grade, not percentage. Eligibility will be run on Friday at noon to allow time for the coaches to notify parents. The period of ineligibility will be set for the following Monday through Sunday. **There will be a one week grace period at the beginning of each new quarter allowing for the accumulation of grades (with a minimum of two grades entered by the teacher).**

During any suspension a student is not allowed to attend any conditioning, open gyms or train for any school sport, until the suspension is completed.

Students who become academically ineligible three times during a season will be removed from the team or squad of the respective sport or activity for the rest of the season. There may be special circumstances, such as absences due to medical reasons that may be reviewed by the coach, athletic director, and principal to determine if eligibility may still exist.

VI. Athletic Equipment

- A. Athletic equipment/clothing worn during the school day must be in compliance with the school dress code.
- B. There will be an additional \$25.00 charge at registration to participate in any junior high or high school athletic program.
- C. Students are responsible for all equipment and clothing issued or entrusted to them for their use. The student must pay, at replacement cost, for all damaged or lost equipment/supplies.
- D. Students must return all school uniforms/equipment no later than one (1) week after the conclusion of the season. If a student quits or is dismissed from a team, it is the student's responsibility to return all uniforms/equipment within one (1) week. Students failing to return uniforms will be considered ineligible for future athletic events until the uniform is returned.

VII. Attendance in School: Practice and/or Play Eligibility Rule

- A. If a student is absent from school, he/she will not be eligible for any contest or activity (including practices) that afternoon, night, or the following day if school is not in attendance, with the following exceptions:
1. Absence due to a death in the family
 2. Absence due to a school-sponsored field trip
 3. The student is absent for part of the day from school but arrives at school by 11:00 and participates in school for the remainder of the day.
 4. The student has a doctor or dentist appointment but is in attendance for at least three (3) clock hours on the day of the contest or activity. Doctor note must be provided.
 5. Absence has been approved in advance by an administrator or his/her designee.
- B. Each student is expected to attend every regularly scheduled practice session of the sport or activity in which he/she is participating, unless absent from school. If a student is absent from school, he/she will not be allowed to practice except for reasons stated under Steps 1 thru 5 above.
- C. If a student is absent from school on an attendance school day prior to a game/activity that is scheduled on a nonattendance school day, that student must have prior approval from the administration to participate in the game/activity on the nonattendance school day.

VIII. Training Rules

Coaches, with the approval of the athletic director and the administration, may initiate training and/or conduct rules for athletes under their supervision. A copy of the individual team rules will be given to the athletic director, principal, and participants at the beginning of the season.

IX. Transportation

All athletes/participants must ride school district transportation to and from all school sponsored activities. An exception will be granted if a parent/guardian requests in writing that the student return with the parent/guardian or adult close relative. Oral requests are not valid. If a parent/guardian wants his/her child to return from a game/event with a non-relative, the parent/guardian must obtain approval in advance from the principal or his/her designee.

High school students are to park their vehicles in the student parking area of Odin School during all games and practices.

Odin Public School District #722 will continue to provide transportation to all extra-curricular activities as long as finances permit.

X. Conduct

General Rules

Violation of any of the following rules of conduct will result in partial or total suspension from participation in a particular sport/activity or all sports/activities. **Odin Public School District #722 will abide by the guidelines set forth in the Student Conduct/Behavior section on page 21-25.**

1. Any conduct that is detrimental to the performance of the team and the representation of Odin Public School District #722.
2. Violation of any additional rule or rules adopted by the Odin Public School District #722 Board of Education.
3. Athletics participating in a co-op will be subject to the host school's rules and regulations as outlined in the host school's handbook.

Alcohol, Drugs, and Tobacco and/or Vaping

The possession, use, or sale of alcohol, drugs, tobacco and/or vaping will result in the following consequences when the student is confirmed to be guilty of a violation.

1st offense – Two game/event suspension

2nd offense – Suspension from all games/event competition for one calendar year

3rd offense – Student is prohibited from participation in all sports/activities for the remainder of his/her junior high school or high

school career at Odin Public School District #722.

NOTE:

The third offense penalty for a student participating in junior high sports/activities will only affect his/her participation for the remainder of his/her career in grades 8 and below.

The third offense penalty for a student participating in high school sports/activities will only affect his/her participation for the remainder of his/her career in high school (grades 9 thru 12).

Student participation in extracurricular/school sponsored activities is considered a privilege and not a right. This random drug testing program will be applied to all students interested in participating in interscholastic sports and/or extracurricular clubs and organizations. Any student wanting to drive to school and park in the school's parking lot will also be included in the program. Students included in any of these groups will have their names added to the drug testing pool and will be tested using the guidelines and procedures stated in the random drug testing policy.

Player Ejection from Contests

- A. Any player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and any other interscholastic contests in the interim. A participant who is ineligible to participate in a game(s)/event(s) due to suspension for unsportsmanlike conduct may travel with the team to the game(s)/event(s) with approval of the coach or sponsor. However, the ineligible participant may not appear at the game(s)/event(s) in uniform.
- B. High school only (IHS rule): Any player who is ejected from a junior varsity or varsity contest for unsportsmanlike conduct will not be eligible to participate at any level of competition of the same sport/activity until the next junior varsity or varsity contest has been completed. If there is no contest at the same level within a ten (10) day period, the ejected player may fulfill the requirements of this rule by missing three (3) contests at any level in the same sport/activity for which he/she is a rostered player.

XI. Disciplinary Suspension/Dismissal of Participants

The coach, sponsor, or school administrator may suspend/dismiss participants in extracurricular activities for violation of the athletic/activities handbook or other appropriate policies and rules of the school district. Suspension is defined as removal of the participant from participation in one or more practices or games but less than dismissal for the balance of a season. Dismissal is defined as removal of a participant from participation in a sport or event for the balance of a season. The following procedures shall apply to disciplinary dismissals:

- A. Prior to dismissal, the participant shall be provided an explanation of the charges against him/her. The participant shall be given the opportunity to respond to the charges to the disciplinary dismissing school official, i.e., coach, sponsor, etc.
- B. After Step A and upon written request, the participant may appeal his/her disciplinary dismissal within five (5) days of the first day of the dismissal to the school administration. The school administrator will then determine the appropriateness of the dismissal.
- C. After step B and upon written request, the participant may appeal his/her disciplinary dismissal within ten (10) days of the first day of the dismissal to the superintendent and the school board. At the hearing, the participant shall be provided an explanation of the charges against him/her, may be represented by counsel at his/her expense, and may call witnesses, cross-examine adverse witnesses and may present evidence in his/her defense. After presentation of evidence, the Odin Public School Board of Education shall take such action as it finds appropriate.

Disciplinary dismissals may be imposed pending dismissal proceedings.

A coach may suspend for up to 3 events without imposing a dismissal.

Players' Code of Ethics

- I hereby pledge to be positive about my sports experience and accept responsibility for my participation by following this Players' Code of Ethics.
- I will encourage good sportsmanship from other players, coaches, officials and parents at every game and practice by

demonstrating good sportsmanship.

- I will attend every practice and game that I can, and will notify the coach in advance of a game or practice if I cannot make it.
- I will do my very best to listen and learn from my coaches.
- I will treat all coaches, players, officials, and fans with respect regardless of race, sex, creed, or ability and will expect to be treated accordingly.
- I deserve to play in an environment that is free of drugs, alcohol, tobacco and/or vaping and will expect adults to refrain from their use at ALL sports events.
- I will encourage my parents to be involved with my team in some capacity because it is important to me.
- I will do my very best in school.
- I will recognize and show appreciation for an outstanding play by either team.
- I will emphasize teamwork in sports.
- I will accept the responsibility and privilege of representing my school and community.
- I will lead by example in sportsmanship: Display modesty in victory and graciousness in defeat.
- I will remember that sports are an opportunity to learn and have fun!
- I will do what's right in sports!
- I know sportsmanship begins and ends with me!

Please Note:

Any student who chooses to terminate his/her participation in a sport without approval (i.e. refusing to practice, walking off the field, court, etc.) will be suspended from all sports for 90 school days. Completion of the suspension will carry over into the next school year if necessary. Students who do not complete the entire season in good standing with the coach and athletic director will not be eligible for or receive any recognition or awards for that sport. This includes no recognition in team and sports pictures.

Coach Code of Conduct

- Have the knowledge and preparation to lead their teams within the parameters outlined in the *National Standards for Sport Coaches* (NASPE, 2006).
- Take responsibility for athletes' well-being and development.
- Accept the reality that they serve as role models; as such, their actions must live up to their words.
- Provide a physically and emotionally safe environment for athletes during practice, as well as competition.
- Exemplify ethical behaviors, including honesty, integrity, fair play and sportsmanship. These are life-long lessons that take precedence over any emphasis on winning.
- Maintain a professional demeanor in their relationships with athletes, parents, officials, colleagues, administrators, and the community.
- Coaches recognize the power and influence of their position with respect to athletes. Therefore, coaches are careful to avoid and refrain from exhibiting behaviors that could develop into interpersonal relationships, or even create the perception of intimacy – or the desire for intimacy – with athletes.
- Coaches refrain from direct physical contact with players (i.e., pats on the buttocks) that could be construed as sexual in nature. Work toward the best interests of their athletes by understanding issues of confidentiality and avoiding situations that could create conflicts of interest or could exploit the athlete.
- Commit themselves to their athletes' academic achievement.
- Discourage the use of performance-enhancing substances and dietary supplements. Coaches also should encourage athletes, in conjunction with their families, to seek the advice of qualified medical professionals regarding performance-enhancing substances.

- Prohibit the use of alcohol, tobacco and/or vaping, and any illegal or recreational drug.
- Be knowledgeable about nutrition, hydration, safe and healthy weight loss or gain, and healthy eating behaviors. When a situation exceeds a coach's scope of knowledge, he or she should refer the athlete to an appropriate medical professional for the most current and accurate information.
- Practice safe training and conditioning techniques that are current.
- * Distribute weekly practice, and away game travel, schedules to players, their parents, the school office, AD and Principal.
- Exhibit sound injury and risk-management practices.
- Demonstrate an understanding of their athletes' growth and developmental stages.
- Encourage athletes to adopt a physically active lifestyle.
- Place athletes' needs and interests before their own.
- Remember that competition should be healthy and enjoyable.
- * Follow District policies and procedures in ordering jerseys, equipment, etc.
- * Coaches will maintain a properly supplied First Aid kit/medical box, contact phone numbers for parents/guardians and signed, properly completed, emergency medical release forms for athletes and have these materials with them at all practices, competitions and other team activities.
- Strive to play all athletes in all games.

Adapted from the American Association of Health, Physical Education, Recreation and Dance (AAHPERD) Teachers

Parent/Guardian/Spectator Conduct for Athletic Events/Activities

- I will remember that children participate to have fun and that the game is for the youth, not the adults.
- I will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice or other sporting event.
- I will not engage in any kind of unsportsmanlike conduct with an official, coach, player, parent or spectators such as booing and taunting or using profane language and gestures.
- I will not encourage any behaviors or practices that would endanger the health or wellbeing of the athletes.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will demand that my child treat other players, coaches, officials and spectators with respect.
- I will teach my child that doing one's best is more important than winning.
- I will never ridicule or denigrate my child or any other participant for making a mistake or losing a competition.
- I will respect the officials and their authority during games and will never question or confront coaches at the game, practice or in the presence of the student athletes and will take time to speak with coaches at an agreed upon time and place.
- When speaking with coaches I will only discuss my child's progress, attitude, strengths and or weaknesses and will refrain from questioning the coach concerning playing time or the weaknesses of other athletes.
- I will refrain from coaching my child or other players during games and practices unless I am one of the official coaches of the team.
- I will assume responsibility for my guests and will encourage them to follow the Spectator's Code of Conduct.
- As a student attending an athletic event, I will remain in the gym to watch the event. Administration reserves the right to remove students from the building.

Removal from any contest or berating a coach will result in the following consequences:

First offense: Parent/Guardian/Spectator will miss two games of the sport in which the misconduct occurred.

Second offense: Written documentation of the incident will be kept on file by the school and participating schools. The Parent/Guardian/Spectator will not be allowed to attend future games for the **rest of the season** of the sport in

which the misconduct occurred.

Third Offense: Upon a third offense the Parent/Guardian/Spectator will not be allowed to attend any future contest for the **rest of the year** of the sport of misconduct or any activity. The only exception will be any graduation ceremony.

Student spectators will follow the rules set forth under the Student Conduct/Behavior section of the handbook.

As a spectator it is your right to cheer for your team. It is gladly welcomed and expected. There will undoubtedly be times when you feel that the wrong call was made or that the coach/coaches are not doing what you would like. To harass players, coaches or referees/umpires in any way will not be tolerated. To go on the court or field during an athletic event or to touch an official is considered a crime and can be punishable by law. Any behavior of this type will result in immediate suspension and likely further suspension from games/matches as a result.

It is our responsibility to set an example for our students and children. We realize that emotions can run high during a contest, but we advocate proper sportsmanship and respect for coaches, referees/umpires and athletes. These events are family events.

XII. Concussion Information

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works.

Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Fatigue or low energy
- Neck pain
- Amnesia
- “Don’t feel right”
- Sadness
- Balance problems or dizziness
- Nervousness or anxiety
- Blurred, double, or fuzzy vision
- Irritability
- Sensitivity to light or noise
- More emotional
- Feeling sluggish or slowed down
- Confusion
- Feeling foggy or groggy
- Concentration or memory problems (forgetting game plays)

- Drowsiness
- Change in sleep patterns
- Repeating the same question/comment

Signs observed by teammates, parents, and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents, and students is the key to student-athlete's safety.

What should I do if I think my child has suffered a concussion?

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA schools are required to follow this policy.

You should inform your child's coach if you think that your child may have a concussion.

Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out. For current and up-to-date information on concussions, you can go to <http://www.cdc.gov/ConcussionInYouthSports/>

Odin Public School District #722

District Computer, Internet and Network

Acceptable Use Policy Agreement

Odin Public School District #722 Board of Education supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

The use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The Board expects all Faculty, Students, Staff, and Associates to use the District's Computers and Networks responsibly. All computing resources must be used in an Effective, Ethical, and Lawful manner. Users are expected to learn and follow normal standards of polite conduct and responsible behavior in their use of computer resources.

Responsibility

The district shall make every effort to ensure that this educational resource is used responsibly by students and staff. Administrators, teachers and staff have a professional responsibility to work to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use the information to meet their educational goals.

The students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. The building Administrator shall have the authority to determine what is inappropriate use, and his/her decision is final. The district network and any access to the Internet exist for the primary purpose of transmitting and sharing information between Academic Organizations. It is the responsibility of each user on the district network or the Internet to recognize his/her accountability in having access to these vast services, sites, systems and people, and to act according to acceptable behavior standards when using them.

There should be no expectation of privacy in any use of E-mail, Internet access, or use of the district's network as a whole. Any and all computers or other devices (i.e. iPads, iPods, Cell Phones, etc.) that are connected directly or wirelessly to the district's network infrastructure are subject to inspection and monitoring at any time by District Technology or Administrative Personnel. Random remote monitoring may be done without any indication or notice to any user at any time via; Virtual Network Connection (VNC), packet sniffing, or other means may be employed. Computer files and even deleted files not erased may be accessed and read at any time for monitoring and policy enforcement purposes by authorized personnel.

Use of Computer Software

1. Only software (on disk or downloaded) that is legally owned and/or Authorized by the District may be installed on District Computers.
2. The unlawful copying of any Copyrighted software and/or its use on District hardware is prohibited.
3. Modification, removal, un-installation, or erasure of software without Authorization is prohibited.
4. The intentional introduction of any Viral Agent(s) is prohibited, All externally used Flash Drives should be checked for viruses each time they are put into or connected to a District-owned Computer system.
5. Any individual who intentionally introduces any Vital Agent(s) into the District system or violates the copyright laws shall be subject to appropriate District discipline policies and to the penalty provisions of the AUP.

6. The Technology Department's Agents and/or the building Administrators have the right and responsibility to remove any software from District-owned equipment where the user cannot provide original copies of the software and/or appropriate license for the software.

Use of Remote Communications and the Computer Network

All computers for Student use from which the Internet and shared resources can be accessed, will be in supervised areas. School district staff shall monitor student computer use, provide assistance, or take corrective action when necessary. Any student found using a machine unsupervised will be subject to appropriate district discipline policies and to the penalty provisions of the AT.

Designated district staff shall assist in providing:

1. Training for students and other staff in the appropriate and safe use of remote electronic information resources via the district network and Internet.
2. Instructions to students and staff on the responsible use of on-line resources.
3. Direction to on-line resources that relate to curriculum, teaching, learning, and related communications priority activities and applications.
4. Network use must be consistent with the goals and standards of the district, school, and specific curriculum.
5. Networked computers may be used for research, experimentation in computer communications, and curriculum development where such use does not interfere with normal operations.
6. Others must not use an account assigned to an individual, including student use accounts. Faculty, students, staff and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of network resources.

Behavior Standards

Though the district uses an internet filter (firewall) that blocks inappropriate sites, no filter is perfect. Accessing or attempting to access inappropriate internet sites is prohibited.

Inappropriate Internets sites can be, but are not limited to:

1. Sites containing pornographic and other objectionable materials.
2. Sites using obscene language.
3. Sites encouraging hatred or terrorist acts.
4. Abusive conduct when using district computers or the network is prohibited.

Abusive conduct can be, but is not limited to:

1. Placing unlawful information on any computer system.
2. Using abusive, obscene, threatening or objectionable language.
3. Sending messages that are likely to result in the loss of recipient's work or systems.
4. Sending "chain letters" or "broadcast" messages to lists or individuals.
5. Use of the system to intimidate or create an atmosphere of harassment.
6. Interference with or disruption of the network users, services, or equipment is prohibited.

Disruptions can include, but are not limited to:

1. Distribution of unsolicited advertising.
2. Propagation of computer worms or viruses.

3. Unauthorized entry to any other machine accessible via the network.
4. Attempting to degrade or degrading computer or network system performance.
5. Transmission of any material in violation of any U.S. or State Laws or Regulations is prohibited and may constitute a criminal offense.
6. Accessing another individual's E-mail is prohibited, except when an investigation requires the monitoring of systems by Authorized Technology Staff or Administration.
7. Attempts to gain unauthorized access to remote systems are prohibited.
8. The use of another individual's access codes/passwords is prohibited.
9. Copying of another individual's work or copyrighted material is prohibited.

General Policies

1. The network user shall be responsible for damages to equipment, systems and software resulting from deliberate or willful acts.
2. Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violation, or theft of services will be reported to the appropriate legal authorities for possible prosecution.
3. General rules for behavior and communications apply when using the internet, in addition to the stipulations of this policy. Penalties for flagrant misuse of the internet may include, but are not limited to, loss of Internet access and/or computer use and other disciplinary actions for a stipulated period of time.
4. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet or other networks. This includes, but is not limited to, the uploading or creation of computer viruses
5. All users of district equipment must sign the appropriate District Computer and Network AUP Agreement stating they understand all policies regarding computer use and agree to abide by them. Network access will not be given to a user until the AUP agreement is signed and/or agreed to.
6. Any and all equipment district-owned or even personally owned is subject to these rules and provisions when connected to the district network, including provisions for inspection and remote monitoring. Any form of remote connection from within or outside the school district, while connecting to computer resources inside the district are subject to these same rules and provisions. Connections may be made physically, wirelessly, or in any other fashion.
7. Any other party cannot hold the district liable for any losses, including lost revenues or for any claims or demands against the user. The district cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance, incorrect advice, or any other damages arising from the use of the district's computer facilities and network.
8. The individual user and/or their Parent or Guardian in the case of a Student, will be held liable for any of the above issues that he/she causes or policies that are violated.
9. In the event the student takes the device off school grounds (i.e. home for the night or weekend) It is the student's responsibility to bring the device to school every day that school is in session with the device battery charged to a minimum of 80%. Failure to bring the device to school charged will result in disciplinary consequences.

In accordance with the expectation that all computing resources being used in an Effective, Ethical, and Lawful manner, the following uses are specifically prohibited:

1. Use of the network to facilitate illegal activities
2. Use of the network for commercial or for-profit purposes
3. Use of the network for non-work or non-school related work
4. Use of the network for product advertisement or political lobbying

5. Use of the network for hate mail, discriminatory remarks, or offensive or inflammatory communication
6. Use of the network to intentionally obtain or modify files, passwords and data belonging to others
7. Use of the network to disrupt the work of other users
8. Use of the network to access obscene or pornographic material
9. Use of the network facilities for fraudulent, unauthorized or illegal installation, distribution, reproduction, modification, or use of copyrighted materials
10. Loading or use of unauthorized games, programs, files or other electronic media Use of inappropriate language or profanity on the network
11. Destruction, modification or abuse of network hardware or software
12. Impersonation of another user, anonymity or pseudonyms
13. Quoting personal communications in a public forum without the original authors prior consent

E-mail

Students will be provided with an E-mail account. This E-mail account is filtered for profanity and sexual content. Since the district is providing an E-mail account, use of any other E-mail accounts or online communication is strictly forbidden. This includes the use of chatting software such as AOL Instant Messenger, Yahoo Messenger, and the like. Inappropriate use of the account will result in disciplinary action.

Proper Respect for Copyright In an effort to encourage the proper respect for copyright on the Internet, the following guide for Staff and Student users is provided:

1. If the user did not create a non-public domain written work, piece of art, photograph or music, or obtain rights to it, the user does not own it!
2. If the user does not own the non-public domain material, the user may not copy it or distribute it to others.
3. The author or owner of a document or other type of information must explicitly relinquish rights in order to place a work in the "Public Domain" and thereby make copying/distribution with specific authorization possible.
4. "Fair use" allows the user to copy small portions of a work the user does not own without permission, but only for Criticism, Education, News Reporting, and the like. Any copies must then be destroyed or erased.
5. When in doubt, the user should ask the creator or owner of material for permission to use the work.

Disciplinary Action

1. Off task laptop/chromebook use: using e-mail, surfing online, or using a program other than the assignment given by the teacher at the time.
2. Knowingly accessing inappropriate websites and programs.
3. Damage to laptop/chromebook- Purposely destroying laptop/chromebook.
4. Altering configuration and networking standards. I.e. Changing login name, modifying access rights, "hacking" or attempting to work around the network protocol. Remotely accessing another computer via IP address etc.

Disciplinary Consequences

If a student is found to violate the agreement, rules, or procedures listed in this AUP and/or the student handbook, they will be subject to disciplinary consequences. The following is a list of consequences.

- Lunch detention

- After school detention
- In school suspension
- Monetary fine for damages (chromebook replacement cost is \$250)

*Administration reserves the right to impose more severe consequences as deemed necessary.

INTERNET ACCEPTABLE USE POLICY

-Cross Reference: Press 6:235 Access to Electronic Networks

- o Odin Public School District's Internet Acceptable Use Administrative Guidelines.
- o Risk—It is impossible to control all materials on the Internet. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or controversial. With global access to computers and people, there is a risk that students may access material that may not be considered to be of educational value in the context of the school setting.
- o User's Responsibility—Computer/Internet users are responsible for their actions in accessing available resources. Users have no expectation of privacy in the use of the computer, network or internet and they are subject to monitoring.

TERMS AND CONDITIONS

- o Acceptable Use—Odin Public School District's Internet access may be used to improve learning and teaching consistent with the educational mission of the district. Odin Public School District expects legal, ethical, and efficient use of the Internet.
- o Privilege—Use of the Odin Public School District Internet access is a privilege, not a right.
- o Subject to System Administration—All Odin Public School District Internet access is subject to system administrator perusal for virus scanning or inappropriate use investigation.
- o Inappropriate Use—Inappropriate use includes, but is not limited to intentional uses that violate the law, that are specifically named as violations in this document, that violate the rules enumerated in the Odin Public School District Student Handbook, or any other use that hampers the integrity or security of the district's computer network or any computer networks connected to the Internet.
- o Violation of Law—Transmission of any material in violation of any international, United States, or state law is prohibited. This includes, but is not limited to copyrighted material and threatening, harassing obscene material. Any violations of the law through the use of Odin Public School District Internet access may result in disciplinary action or litigation against the offender by the appropriate authorities.
- o Commercial Use—Use for commercial, income-generated, "for profit" activities, or product advertisement is prohibited. Sending unsolicited junk e-mail letters is prohibited.
- o Vandalism/Mischief—Vandalism and mischief while using the Odin Public School District Internet access is prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any networks that are connect to the Internet. This includes, but is not limited to, the creation or propagation of a computer virus. Any interference with the work of the users, with or without malicious intent, is construed as mischief and is strictly prohibited.
- o User Sharing—Once access has been granted to the Odin Public School District Internet, the user is responsible for all actions taken while on the Internet. Sharing of Internet access is not permitted.
- o Electronic Mail—Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of others is prohibited.
- o File/Data Violations—Deletion, examination, copying, or modification of files and/or data belonging to other users is prohibited.
- o Downloading—Downloading of any files by the students onto district computers is prohibited. Teachers with prior approval may arrange to download educational materials that they plan to use with their classes.

RESTRICTIONS on PUBLICATIONS #7:310

This policy prohibits students from and provides consequences for: 1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and

discipline of the school or school activities, and 2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Reference Illinois Law 105 ILCS 5/27-23.7 concerning Internet Safety and Bullying Procedures.

CONSEQUENCES OF VIOLATION

A violation of the provisions of this policy may result in revocation of the user's Internet access privileges and/or e-mail account, regardless of the success or failure of the attempt. In addition, school disciplinary action, including suspension or expulsion, and/or appropriate legal action may be taken.

Initial Determination—The school administrators, with the assistance of the teachers, will make the initial determination of any policy violation.

Due Process—Violators will be accorded due process rights in the determination of possible violations and consequences.

Denial, Revocation, or Suspension of Internet Access—The school administrator, in accordance with the Odin Public School District disciplinary procedures, may deny, revoke, or suspend any Internet access as deemed necessary.

DISCLAIMER

Odin Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered by users. This includes loss of data resulting in delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Odin Public School District is not responsible for phone/credit card bills or any other charges incurred by the users. Use of any information obtained via the Internet is at the user's own risk. Odin Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Board Policy: Additional internet usage guidelines may be found in Board Policy 6:35.

Reference Illinois Law 105 ILCS 5/27-23.7 concerning Internet Safety and Bullying Procedures.

The district provides notification to students, parents/guardians that it may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the district has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a disciplinary rule or policy.

105 ILCS 75/15