

# OBLONG HIGH SCHOOL



## OBLONG PANTHER STUDENT HANDBOOK 2019-2020



**Oblong High School  
Student-Parent Handbook  
Table of Contents**

<b>Chapter 1.000 – Introductory Information and General Notices.....</b>	
Welcome .....	8
Mission.....	8
Vision.....	8
Introduction.....	8
Accidents.....	9
1.10 – Parent Handbook Acknowledgment – Sign-off .....	9
1.20 – Student Handbook Acknowledgment – Sign-off .....	10
1.30 – General School Information.....	11
Board Members, Officers.....	11
Administration .....	11
Announcements.....	12
Lunch .....	12
Admit after Absence .....	12
Passes – Hall, Permit to Leave the Building.....	12
Supplies – Classroom and Physical Education .....	12,13
1.40 – Visitors.....	14
1.50 – Equal Opportunity – Sex Equity .....	15
1.60 – Animals on School Property .....	16
1.90 – Emergency School Closings .....	17
1.100 – Video and Audio Monitoring.....	18
1.110 – Accommodating Individuals with Disabilities.....	19
1.120 – Students with Food Allergies .....	20
<b>Chapter 2.000 – Attendance, Promotion, and Graduation .....</b>	
2.10 – Attendance .....	21
2.11 – Enrollment and Registration .....	21
2.12 – School Calendar .....	22
2.13 – Class Schedule/Teaching Schedule.....	22
2.14 – Skyward – Student Information Management .....	22
2.20 – Student Absences .....	23
2.21 – Excused and Unexcused Absences .....	23
2.22 – Non-Credit Status.....	24
2.23 – Saturday School .....	24
2.30 – Release Time for Religious Instruction/Observance .....	26
2.40 – Make-up work.....	27
2.50 – Truancy .....	28
2.51 – Truancy and Appeal.....	28
2.60 – Grading and Promotions .....	29
2.61 – Grade Cards and Reports – Mid-Term Reports .....	29
2.62 – Changing a Grade .....	30
2.70 – Homework.....	31

2.80 – Exemption from PE Requirement.....	32
2.90 – Course Alternative and Substitution .....	33
Correspondence.....	33
Credits for proficiency .....	33
Distance Learning .....	33
Exchange Program .....	34
Summer School and Independent Study .....	34
Dual Credit Courses .....	34
Foreign Language .....	34
Military Service .....	34
Volunteer Service Credit Program.....	34
Youth Apprenticeship .....	34
Vocational Academy.....	35
Substitution for Courses.....	35
2.91 – Credits Defined .....	35
Credits – Dual Credits.....	35
2.100 – Home and Hospital Instruction .....	37
2.110 – Early Graduation.....	38
2.120 – Graduation Requirements .....	39
2.121 – College Visit .....	41
2.122 – Graduation Ceremony.....	41
<b>Chapter 3.000 – Student Fees and Meal Costs .....</b>	
3.10 – Fees, Fines and Charges and Waiver of Student Fees .....	42
3.10 E1 – Application for Fee Waiver .....	43
3.11 – Fees .....	45
Registration .....	45
Driver Education .....	45
Health Occupations I.....	45
Athletic Participation .....	45
Student Accident Insurance .....	45
3.20 – School Lunch Program .....	46
3.21 – Meal and Account Balances, Admissions.....	46
Meal Prices.....	46
Admission Prices .....	47
<b>Chapter 4.000 – Transportation and Parking.....</b>	
4.10 – Bus Transportation.....	48
4.20 – Parking .....	50
<b>Chapter 5.000 – Health and Safety.....</b>	
5.10 – Immunization, Health, Eye, and Dental Examination .....	51
Health and Immunization.....	51
Eye Exam .....	51
Dental Exam.....	51
Exemptions .....	52

5.20 – Student Medication .....	53
5.20 E1 – Student Medical Authorization Form .....	54
5.30 – Guidance and Counseling .....	56
5.40 – Safety Drill Procedures .....	57
Safety Drill Details .....	57
5.50 – Communicable Disease .....	58
5.51 – Health Services .....	59
5.52 – Student Accident Insurance and Student Claims .....	60
5.60 – Head Lice .....	61
<b>Chapter 6.000 – Discipline and Conduct .....</b>	
6.10 – General Building Conduct .....	62
6.20 – School Dress Code and Student Appearance .....	63
6.30 – Student Discipline and Conduct .....	64
Cell phone .....	66
Smoking .....	67
Range of Disciplinary consequences .....	68
Corporal Punishment .....	68
Weapons .....	68
Detention .....	69
Gang and Gang Activity .....	69
Suspension/Expulsion .....	70
Rights and Responsibilities – Due Process .....	71
6.40 – Preventing Bullying, Intimidation, and (Sexual) Harassment .....	72
Non-Discrimination coordinator .....	74
Compliant Managers .....	74
6.60 – Field Trips .....	75
6.61 – General Behaviors and Services .....	75
Care of School Property .....	75
Lockers .....	75
Lost and Found .....	75
Student Valuables .....	76
<b>Chapter 7.000 – Internet, Technology, and Publications .....</b>	
7.10 – Internet Acceptable Use .....	77
Privileges .....	77
Unacceptable Use .....	77
Network Etiquette .....	77
No Warranties .....	78
Indemnification .....	78
Security and Vandalism .....	78
Telephone Charges .....	78
Copyright Web Publishing Rules .....	78
Use of Email .....	79
7.10 E1 – Internet Acceptable Use Sign-Off .....	80
7.20 – Guidelines for Student Distribution of Non-School Publications .....	82

<b>Chapter 8.000 – Searches and Seizures .....</b>	
School Property and Equipment .....	84
Student Personal Effects .....	84
Students.....	84
Seizure of Property .....	84
<b>Chapter 9.000 – Athletics and Extra-Curricular Activities .....</b>	
9.10 – Athletic Rules and Code of Conduct .....	85
IHSA .....	85
Eligibility .....	85
Eligibility and No-Pass No-Play .....	85
Requirements for Participation .....	86
Behavioral Conduct .....	86
Drugs, Alcohol, Tobacco .....	86
Rules in Effect.....	87
Absence from School on Day of Activity.....	87
Travel .....	87
9.20 – Attendance at School Sponsored Dances.....	89
9.30 – Student Athlete Concussion and Head Injuries .....	90
IHSA Eligibility Rules.....	91-92
<b>Chapter 10.000 – Special Education.....</b>	
10.10 – Education of Children with Disabilities.....	93
10.20 – Discipline of Students with Disabilities.....	94
10.30 – Exemption from P.E. Requirements for Students in Special Education.....	95
10.40 – Certificate of High School Completion .....	96
10.50 – Access to Classroom for Special Education Observation or Evaluation .....	97
<b>Chapter 11.000 – Student Records and Privacy .....</b>	
11.10 – Student Privacy Protections .....	98
Surveys by Third Parties .....	98
Surveys Requesting Personal Information.....	98
Instructional Materials .....	98
11.20 – Student Records .....	99
11.21 – Student Records Specified and Defined .....	100
Student Permanent Records .....	100
Student Temporary Records .....	100
Directory Information .....	101
Access to Student Information.....	101
Emergency Release of Information .....	102
Who has Access to Student School Records.....	103
Record of Release of Records.....	103
Right to Inspect and Challenge Student Records.....	103
11.30 – Student Biometric Information .....	105
11.40 – Military Recruiters and Institutes of Higher Learning.....	106

<b>Chapter 12.000 – Parental Right Notifications .....</b>	
12.10 – Teacher Qualifications .....	107
12.20 – Standardized Testing.....	108
12.30 – Homeless Child’s Right to Education .....	109
12.40 – Sex Education Instruction .....	110
12.40 E1 – Notice to Parents on Sex Education Instruction .....	111
12.41 – Class Materials and Waivers.....	112
Request to Examine Instructional Materials .....	112
Class Attendance Waiver Request .....	112
12.50 – Parent Involvement Compact.....	113
12.60 – English Language Learners.....	114
12.70 – School Visitation Rights .....	115
12.80 – Pesticide Application Notice.....	116
12.90 – Mandated Reporter.....	117
12.100 – Unsafe School – Transfer.....	118
12.110 – Sex Offender Notification Law.....	119
12.120 – Violent Offender Community Notification.....	120

## **Principal's Message**

Welcome to Oblong High School! This handbook outlines our policies and procedures. Study it carefully and reference it often. The faculty and staff are committed to the academic, civic, and social success of each student. Our family of administrators, teachers, and community partners hope each of you will graduate knowing what it means to be an Oblong Panther. Be proud of your school and take good care of it, feel free to make suggestions for improving the school's operations. As a school citizen, you are expected to act like a high school student, conduct yourself properly, and follow the rules that are established for the welfare of the entire student body. Your experience here will be what you make it. Please remember that achievement relies more on effort than talent and the dictionary is only place that success comes before work. If you, or your parents, have any questions, please contact me at 592-4235. I am looking forward to a great year!

Jeff Patchett, Principal

### **OBLONG HIGH SCHOOL MISSION STATEMENT**

**The mission of Oblong High School is to provide the opportunity for students to acquire knowledge and skills which help prepare them to meet the challenges of a changing world.**

### **OBLONG HIGH SCHOOL VISION STATEMENT**

**Motivating and Empowering through Learning and Technology**

## **INTRODUCTION**

This handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as to provide a model of appropriate school government. In addition, this handbook provides guidelines for the psychological and physical safety of the students through appropriate rules and regulations.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breech of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, other appropriate circumstances, and the affect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this handbook.

## Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic, academic, or school sponsored event, must be reported immediately to the person in charge and to the school office. An accident form from the High School Office must be filled out and signed by the student, activity supervisor, and Principal.

### 1.10 - Parent Handbook Acknowledgment

#### *Parent/Guardian Handbook Acknowledgment*

Dear Parent/Guardian,

Please complete the following form if you are a new student. If you are a returning student completion of this form was confirmed in the registration process.

Jeff Patchett  
Principal

To: \_\_Oblong High\_\_\_\_ School I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of \_\_Oblong High\_\_ School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

---

Signature of Parent or Guardian

Date

## **1.20 - Student Handbook Acknowledgment**

**Student Name** \_\_\_\_\_

### **Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

---

Signature of Student Date

## **1.30 - General School Information**

### **General School Information**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website ([www.oblongschools.net](http://www.oblongschools.net)) or at the Board office, located at:

Office of the Superintendent  
600 W. Main Street  
Oblong, IL 62449  
\_\_\_\_\_

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

Rod Sparks, President  
Todd Musgrave, Vice-President  
Kyle Bailey, Secretary/Treasurer  
Lisa Pinkston, Member  
Elijah Lemmon, Member  
Chad Pusey, Member  
Brady Lewis, Member

The School Board has employed the following administrative staff to operate the school:

Jeffery M. Patchett, High School Principal, Superintendent  
Galen Slover, Assistant High School Principal  
Michelle Meese, Elementary School Principal  
Kendra Ridlen, Assistant Elementary School Principal  
Jana Roark, Guidance Counselor  
Mary Patchett, Athletic Director

The high school is located and may be contacted at:

Oblong High School  
700 S. Range St.  
Oblong, IL  
[www.oblongschools.net](http://www.oblongschools.net)  
618-592-4235  
fax 618-592-3540

## **Announcements**

Daily announcements are usually made during the period before lunch. Listen carefully as they are your best source of up to the minute information. If you or your class/club wishes to have an announcement read fill out the form in the Office, have it approved by your advisor, and turn it in to the Office before the end of third period.

## **Lunch Period**

Students may leave campus during lunch break only with parent/guardian written permission. The Oblong School District is not responsible for accidents off school grounds at noon.

### **PASSES**

#### **Admit Slip**

When a student returns to school after any absence he/she must present your note from your Parent/Guardian to the Secretary and a designation will be entered into Skyward. Your teachers will then be able to determine the reason for your absence and assign makeup work accordingly. Excessive tardiness may result in a detention being issued to the offending student and may affect scholastic standing. (See further explanations under Attendance.)

#### **Hall Pass**

If you wish to see a teacher during his/her conference period, you must arrange for this meeting in advance. The teacher must give the student a pass permitting the student to be excused from study hall. The pass permitting the student to be excused from study hall is to be delivered to the study hall teacher at the beginning of the period. After roll is checked the study hall supervisor may excuse the student to leave the study hall. Failure to follow these directions may result in being tardy to class. Excessive tardiness may result in detention.

#### **Permit to Leave the School Building**

Students are not permitted to leave the school grounds at any time during the school day without a permit from the Office. If a student must leave for an appointment such as doctor, dentist, or the like the student must bring a note from home or proof of the appointment from the professional's office. With this proof or note from home a permit to leave will be issued from the Office. The student is to report back to the Office immediately upon returning to school. Failure to follow these guidelines may result in an unexcused absence or other appropriate action.

#### **Supplies – Classroom Supplies**

Most classes require only basic supplies such as: Colored pencils, compass, ruler, protractor, binder with loose leaf paper and dividers for each subject and/or spiral notebook (one for each subject would be best), journal for English, pens, pencils, eraser, pocket folders, calculator but don't buy an expensive model without checking with the instructor first (most classes will need only add, subtract, multiply & divide functions), hi-lighters, white-out, 3X5

note cards. Various other supplies may be needed from time to time as items are used and for special projects.

This list of school supplies may not be an all-inclusive list as special class projects or activities may, from time to time, require special supplies. Each student will need to provide these special supplies as directed by the classroom teacher. If a student or his parents/guardians are unable to provide these basic supplies please contact the High School Office and alternative arrangements will be made.

### **Supplies – P. E. Supplies**

T-shirt (white [no advertising] with sleeves still intact), blue gym shorts (no jean shorts or cut-offs), white socks, tennis or gym shoes for indoor use only (Shoes worn to classes or outside the gymnasium must be changed or thoroughly cleaned before wearing them on the gym floor), towel, soap, deodorant (no aerosol spray deodorant, no aerosol hair spray and no glass containers). Sweat suit or wind suit for outdoor activities is optional.

These are the items suggested by the Physical Education Teachers. If you have a question or concern about a specific item ask your P.E. Teacher for guidance before you purchase clothing for PE. A locker and combination lock will be issued to each student for use during P.E. class. Keep your lock combination secret and make sure your items are inside the locker with the locker locked to help prevent the loss of your clothing or valuables. If your lock or locker is not working properly or someone else learns your combination, report this immediately to your P.E. Teacher and he/she will trade for a different lock or have your locker repaired as needed. If a student or his parents/guardians are unable to provide these basic supplies please contact the High School Office or the student's P.E. Teacher and alternative arrangements will be made. This could include but may not be limited to P.E. clothes being loaned to the student.

## **1.40 - Visitors**

### Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

### Cross Reference:

PRESS 8:30, *Visitors to and Conduct on School Property*

## **1.50 - Equal Opportunity and Sex Equity**

### **Equal Opportunity and Sex Equity**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Jeff Patchett, Principal.

### **Cross Reference:**

PRESS 7:10, *Equal Educational Opportunities*

PRESS 2:260, *Uniform Grievance Procedure*

### **EQUAL EDUCATION OPPORTUNITIES AND SEX EQUITY**

No student shall, on the basis of his or her race, religion, color, national origin, sex, national origin, economic status, or handicap be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity. Students and parents/guardians who feel they have been wronged, have the right to initiate a discrimination grievance to the Building Principal or Complaint Manager. Within (7) calendar days of the inquiry by a student, parent/guardian or community resident, the Principal shall send a copy of the District's written grievance procedure to the person making the inquiry. Upon receipt of the written or verbal grievance, the Principal shall investigate the nature and validity of the grievance with District personnel responsible for the program or activity cited by the grievant. Within sixty (60) calendar days of receiving the grievance and with appropriate advice and counsel the Principal shall render a written decision, including the steps to be taken for further appeal of that decision. The Principal's decision may be appealed within fifteen (15) calendar days to the Superintendent. The Superintendent's decision may be appealed within fifteen (15) calendar days to the School Board by submitting a written request for hearing before the Board, addressed to the Office of the Superintendent. The decision of the School Board may be further appealed to the Regional Superintendent of Schools, and thereafter, to the State Superintendent of Education. Appeal outside the District shall be made in a timely fashion.

## **1.60 - Animals on School Property**

### **Animals on School Property**

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

## **1.90 - Emergency School Closings**

### **Emergency School Closings**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will try to be announced by 6:30 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

#### **Cross-Reference:**

PRESS 4:170, *Safety*

### **School Closings**

In the event of severely inclement weather or mechanical breakdown, school may be closed, or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over radio station WTAY-WTYE 1570 AM or 101.7 FM and WTHI-TV Channel 10 and WTWO-TV Channel 2. During severe weather the decision about school closing will be made as early in the morning as possible, usually between 6 a.m. and 7 a.m. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

## **1.100 - Video and Audio Monitoring System**

### **Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

#### **Cross-Reference:**

**PRESS 4:110, *Transportation***

## **Video Surveillance**

Oblong High School will use video surveillance equipment to monitor some hallways, entry areas, and parking lots on campus. Monitoring and recording will be on 24 hours per day, seven days per week basis. Any tampering with the equipment will constitute damage to school property or school personal property. Violations may be punished by but may not be limited to paying to replace damaged equipment to suspension/expulsion from school. Person(s) found to tamper with the equipment may also be turned over to authorities for prosecution.

## **1.110 - Accommodating Individuals with Disabilities**

### Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

#### Cross Reference:

PRESS 8:70, *Accommodating Individuals with Disabilities*

## **1.120 - Students with Food Allergies**

### **Students with Food Allergies**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 618-592-4235.

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

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

## **1.130- Care of Students with Diabetes**

### **Care of Students with Diabetes**

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

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

For further information, please contact the building principal.

## 1.140- Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

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

## **2.10 - Attendance**

### Attendance

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

### Cross Reference:

PRESS 7:70, *Attendance and Truancy*

### **ATTENDANCE**

Whenever a student is unable to attend school for any reason, the parent/legal guardian is to phone the school attendance office or the High School Office before 8:30 AM. If this is not done, the school will attempt to contact the parent/legal guardian by phone to determine the reason for the absence. A parent has until 8:30 AM the following day to clear an unverified absence. After 24 hours, the absence become unexcused or truant. The attendance office is 592-4454, the High School Office is 592-4235. The attendance office has an answering machine, so parents may call at any time to report a student's absence. Leave your name, your child's name, and the reason for the absence. Upon returning to school after each absence, the student is to present a written excuse from the physician and/or parent, which states the reason for the absence and the date of the absence. If this is not done within 24 hours the absence may become unexcused.

## **2.11 – Enrollment/Registration**

The first time a student registers in Oblong Schools Grades Pre-K, K, 1 – 12 certain documents and papers must be presented, completed, and verified. A certified copy of the student's **Birth Certificate** must be presented (a copy will be made and the original returned) see Student Records, Chapter 11, for more information; **proof of residence** may be completed by following the Administrative Procedure and/or the Illinois State Board of Education Guidance Document, Residency and Enrollment, Immigrant Pupils, Homeless Pupils and School Fees and Waivers, **Home Language Survey**, and each pupil identified as having a home language other

than English shall be screened using the applicable instrument for the students grade level, and **Student Transfer Form** (ISBE 33-78) from the previous school if applicable.

## **2.12 – School Calendar**

The school Calendar which shows attendance days, early dismissal days, workshops, vacation days, as adopted by the Board of Education is published on the School Web Page at [www.oblongschools.net](http://www.oblongschools.net), select District, select Calendar. A copy may be requested from the Office.

## **2.13 – Class Schedule and Teaching Schedule**

The Class Schedule shows, period by period the courses being taught and the instructors in charge of each class. Classes begin at 8:12 AM and most periods are 48 minutes in length with a 3 minute passing period, there is a 33 minute RtI (Response to Intervention to assist students performing below acceptable levels in English and Math) period, a 30 minute lunch, and dismissal at 3:12 PM. A copy of this schedule will be distributed at Registration, posted in the Office, and a copy may be requested from the Office.

## **2.14 – Student Information Management – Skyward**

Skyward – OHS has an electronic Student Information Management System in place that allows parents and students to constantly check student grades, attendance, credits, and much more on the school's web site. This student course management software tool is called Skyward. Each student and each parent will have their own password and account. To access Skyward go to the Oblong Schools web page at [www.oblongschools.net](http://www.oblongschools.net) then click on Skyward and search for the desired information. One may monitor student progress as often as desired. Most teachers post grades and classroom information on Skyward daily (often after each class period) so it is a good idea to visit this site daily or more frequently if you wish. One may send messages to individual teachers if you have questions or comments. One can monitor from home, or anywhere you have internet access, the students' progress.

If you have trouble connecting to this site please contact the High School Office and we will put you in touch with someone who can help get you connected.

## **2.20 - Student Absences**

### **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent or guardian is required to call the school at [618-592-4454 or 618-592-4235] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will attempt to call the home to inquire why the student is not at school. The student will be required to submit a signed note from the parent or guardian explaining the reason for each absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

#### **Cross Reference:**

*PRESS 7:70, Attendance and Truancy*

## **2.21 – Excused – Unexcused Absences**

### **Excused Absences** will include:

- A. Participation in a school sponsored activity and observance of religious holidays
- B. Weather conditions which prohibit the normal operation of school busses
- C. Illness, maximum of three consecutive days may be verified by a note from the parent. After the third consecutive day of absence the illness must be verified by a doctor's note or waived by the Principal. Verification must be presented on the day the student returns to school;
- D. Circumstances which would cause the parent reasonable concern for the health or safety of the student and family emergency;
- E. Others at the discretion of the Principal or his designee (including but not limited to: medical appointment, death in the student's immediate family).

**Pre-Arranged** - Occasionally during the school year, parents inquire about taking their child out of school for trips, work, or vacations. For pre-arranged absences, at least three days in advance of the absence the student is required to bring a note from the parent/guardian to the Office requesting the student be given an Anticipated Absence form. The student takes the form to each of his/her teachers for a signature and to get homework assignments. The student is responsible to make up all missed homework. In most cases the work should be completed before leaving on the trip. It is the student's responsibility to complete this process. Incomplete make up work will receive the appropriate grade. **No Pre-Arranged absences will be granted the day before Prom.**

Other Conditions that must be met: The student shall have less than six (6) absences for the previous 18 weeks excused or unexcused; the student has not been truant from school during the previous 18 weeks. The Principal reserves the right to deny a request based on conduct or time of year. Pre-arranged excused absences may be taken in half or full day increments.

**Unexcused Absences** - All other absences will be considered unexcused. Car trouble, oversleeping, and other such absences, even with a parent phone call and/or note will not be excused.

## **2.22 – Non-Credit Status**

### **NON-CREDIT STATUS**

Because of the importance of regular school attendance, students must attend a minimum number of the class sessions in a semester to earn credit in a class. Credit will **not** be awarded to students who miss more than 6 class sessions in any class prior to semester final exams. All absences accompanied by a doctor's note, emergencies excused by the Principal, or school organized activities will not count against a student's attendance.

Students who are in non-credit status may appeal in instances where he/she believes there has been a mistake. If the student is not satisfied by the Principal's decision he/she may appeal to the Superintendent. In addition, students may attend Saturday School to earn reinstatement. The student may earn his/her way back into credit status but reinstatement must be completed prior to the last day of the semester in which the student is non-credit. Students are encouraged to bring a doctor's note any time they are seen by a health care provider to avoid being placed in a non-credit status. Students who accumulate 10 days of absence in a class may be removed from the class for the duration of the semester. It is the responsibility of each student to keep track of the number of absences he/she has.

Any student who has entered Non-Credit Status and refuses to correct the problem through other methods offered may be assigned to the Truant Alternative Optional Education Program operated through the Regional Office of Education if it is available.

## **2.23 – Saturday School**

### **SATURDAY SCHOOL**

Saturday School will begin at 8:00 AM and end at 12:00 Noon and shall be supervised by an adult appointed and approved by the District. No one will be admitted after 8:00 AM and only students whose name appears on the Supervisor's list will be admitted. Students may work on school work only—no cell phones, ipods or other electronic or manual devices will be allowed. Students may have access to school computers for school work only, and only if computer access had not been suspended for the student. There will be no sleeping, eating, snacking, soda or other refreshment or food allowed. All school rules shall be observed and followed. Students will sit in the seat assigned by the supervisor at the beginning of the session and no changes may be made without permission in advance from the supervisor. Any student who causes a disruption, has unauthorized items in his/her possession, refuses to follow directions of the supervisor, violates the rules of the Student Handbook, or otherwise refuses to

cooperate will be asked to leave and will not receive credit for attending Saturday School. Additional punishment may be levied against the offender.

Saturday School is to be completed on the day that it is assigned. Saturday School will not be assigned to accommodate the student's schedule (work, family trips, appointments, athletic or other school activities/competitions, etc.) A student with a Saturday School assignment who is absent the day before for illness will be re-assigned to another Saturday School if they are unable to attend due to the illness. This may happen one time for the school year.

After the first time, the student must have a doctor's note excusing him/her from school and Saturday School. The note must be presented the day the student returns to school. If no note is presented to the office, the missed Saturday School will be considered unexcused and regular consequences/punishment will be assigned. If a student with a Saturday School assignment does not attend on the day he/she is assigned that student will not be allowed to attend or participate in any school functions held that day. No partial credit will be accepted for Saturday School. When a student is assigned a Saturday session it begins at 8:00 AM and ends at 12:00 Noon.

## **2.30 - Release Time for Religious Instruction & Observance**

### Release Time for Religious Instruction/Observance

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

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

### Cross Reference:

PRESS 7:80, *Release Time for Religious Instruction/Observation*

## **2.40 - Make-Up Work**

### Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

#### Cross Reference:

PRESS 7:70, *Attendance and Truancy*

If requested the Office personnel may try to help gather homework assignments but the responsibility belongs to the student.

When a student returns to school after being absent, it is his/her responsibility to see each teacher to get assignments for the day(s) absence. Students have 48 hours to turn in missed make-up work for the first 2 days absence. An additional 24 hours will be allowed for each day beyond 2. If make-up is due on a non-school attendance day it will be due the next attendance day at school.

## **2.50 - Truancy**

### Truancy

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

#### Cross Reference:

PRESS 7:70, *Attendance and Truancy*

## **2.51 – Truancy and Appeal**

**Truancy** - Truant is a child subject to compulsory attendance and who is willfully and intentionally absent without valid cause from such attendance for a school day or portion thereof.

- chronic or habitual truant is a child who is subject to compulsory school attendance and who is absent without valid cause, even with parent permission, from such attendance for five percent or more of the previous 180 regular attendance days.

- Truant minor is a child 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 the cessation of chronic truancy or have been offered and refused.

When the student is classified as a “Chronic or habitual” truant, the Principal may direct the process for the development of Referral to Truant Alternative Optional Educational Program (TAOEP). The TAOEP shall designate the specific services or educational program the student shall receive. If these measures prove ineffective and the behavior persists, the Principal shall consult with the Superintendent and may call upon the Juvenile Officer of the Police Department and/or the Truant Officer of the Regional Office of Education.

**Appeal** - A student may appeal, in writing to the Principal, if the student feels that circumstances beyond his/her control might cause the absences to exceed the allowable limits. A hearing on the appeal will be held as soon as possible following the Principal’s receipt of the written request to appeal.

The Principal will rule on unexcused absences. An unexcused absence means that work cannot be made up and a “0” will be entered in the grade book for each unexcused period. When a student is unexcused absent from any class which may include but not be limited to Study Hall, Band, and Physical Education, he/she may be required to attend after school and/or Saturday School for an amount of time equal to the amount of time missed. Further infractions may lead to Non-Credit Status, Assignment to Saturday School, and suspension from school. Chronic truancy will be subject to remediation and/or referral to the Truant Alternative Optional Education Program and/or other agencies as described above.

## **2.60 - Grading & Promotion**

### **Grading & Promotion**

School report cards are issued to students on a **quarterly** basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Cross Reference:

PRESS 6:280, *Grading & Promotion*

## **2.61 – Grade Cards and Reports**

### **Grade Cards – Mid Term Reports**

#### **Low Grade Slips**

Report cards are issued at the end of each quarter, or nine weeks grading period. They are distributed to students. Letter grades are used to designate a pupil's progress. A grade of 'A' signifies superior work, 'B' is above average, 'C' is average work, 'D' is below average, and 'F' is failing, no credit is earned.

Teachers are requested to contact by phone or email the parent/guardian of students who are earning a 'D' or 'F' grade at the mid-point of each nine weeks grading period. Teachers are also urged to send notice of above average achievement or superior effort exhibited by a student.

Low grade contact or notice should also be sent out to the parent/guardian any time during the grading period that a student's grade falls to a 'D' or 'F'. The teacher should confirm that email messages were received.

### **Grading and Promotion – Final Grades**

The administration and professional staff shall establish a system of grading, develop procedures of reporting academic achievement to parents/guardian(s) and student, and determine when the requirements for promotion and graduation have been met. (See Graduation Requirements 2.120) The School District shall not promote a student to the next higher grade level based upon age or any other social reasons not related to the academic performance of the student. The criteria for promotion shall be the student's ability to meet District goals and objectives and to perform at the next grade level prior to promotion. Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, performance based on Illinois Goals and Assessment Program tests, Prairie State Achievement Exam, or other testing or criteria as the Board may from time to time establish. The District shall provide remedial assistance to students determined by the District not to qualify for promotion to the next higher grade. Such remedial assistance may include, but shall not be limited to, RtI, a summer bridge program of no less than ninety (90) hours, tutorial

sessions, increased or concentrated instructional time, modifications to institutional materials, and retention in grade, as the District may deem appropriate.

## **2.62 Changing a Grade**

### **Changing a Grade**

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a District Administrator without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- The teacher agrees that the student may do an extra work assignment and its evaluation impacts the grade;
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

## **2.70 - Homework**

### Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, the student's ability and grade level.

If there are questions please contact the child's teacher(s).

## **2.80 - Exemption from PE Requirement**

### **Exemption from Physical Education Requirement**

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

1. Enrollment in a marching band program for credit (Fall Semester only);
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade and is only exempt for the semester of the majority of the sport season);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).
6. If the student must use the time set aside for Physical Education to receive special education support classes/services.

### **Cross Reference:**

PRESS 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions*  
105 ILCS 5/27-6

## **2.90 - Course Alternatives and Substitutions [HS]**

Credit for Alternative Courses and Programs, and Course Substitutions

### **Correspondence Courses**

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 2 units of credit may be counted toward the requirements for a student's high school graduation.

### **Credit for Proficiency**

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

### **Distance Learning Courses, Including Virtual or Online Courses**

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The district may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

### **Exchange Programs**

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal.

International study course work not meeting district requirements may be placed in the student's

permanent record and recorded as an international study experience.

### **Summer School and Independent Study**

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

### **College Courses**

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is a senior in good academic standing;
2. The course is not offered in the high school curriculum;
3. The course is approved in advance by the student's guidance counselor and the building principal; and
4. The student assumes responsibility for all fees.

A maximum of 2 units of credit may be counted toward the requirements for a student's high school graduation.

### **Dual Credit Courses**

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

### **Foreign Language Courses**

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The building principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

### **Military Service**

The board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

### **Volunteer Service Credit Program**

A student may earn high school credit through community service activities. The Superintendent shall implement the volunteer service credit program to ensure student enrichment, educational growth, and personal welfare. Students shall receive the amount of credit given for the completion of one semester of language arts, math, science, or social studies.

### **Youth Apprenticeship Vocational Education Program (Tech Prep)**

Students participating in the Youth Apprenticeship Vocational Education Program (Tech Prep) may earn credit toward graduation for work-related training received at manufacturing facilities or agencies.

### **Vocational Academy**

Students enrolled in the Vocational Academy earn credit toward graduation as provided in the Academy's design.

### **Substitutions for Courses**

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian request and approve the substitution in writing on forms provided by the district.

Cross Reference:

PRESS 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions*

### **2.91 – Credits Defined**

A unit of credit is defined as credit allowed for successfully completing a year's work. Partial credit is granted for a semester's work. For example, when a student passes the first semester of an English class but fails the last semester,  $\frac{1}{2}$  credit is allowed for the class. A course meeting for one class period each day for one semester is a  $\frac{1}{2}$  unit course, and  $\frac{1}{2}$  credit is granted upon successful completion of the course. Specific credits for each class are outlined in the Course Description Guide, which is available from the Guidance Office.

### **Credits – Dual Credits**

The Board of Education awards graduation credits based on a student's successful completion of prescribed and elective courses. The Board determines what courses will be acceptable to count toward high school graduation. High School Credits for Graduation may also be awarded by the Board of Education for work students complete outside the regular school day setting such as correspondence courses, college courses, vocational courses, and the like. For these courses the Board will act on each request and shall consider the merits of each request separately.

Students may, with special permission, earn some college course credits. These may or may not count toward high school graduation credits. College credits are awarded by an area institution, usually Illinois Eastern Community College System (Lincoln Trail, Olney Central, Wabash Valley are the most common in our area), to qualified students who complete the prescribed course of study administered by the college.

LTC has approved several courses for Dual Credit (College credit and High School Credit) that are usually taught in the local high school by high school teachers who meet, at least, minimum college instructor qualifications as determined by the college. These high school courses meet the requirements of the Board of Education and they meet the requirement of certain college courses and, therefore, a student may earn high school credit and IECC awards college credit. Each student must meet a minimum criteria to be eligible for college credit. The courses available at each high school may vary depending on the available teaching staff and course content. Courses taught at OHS that are approved by LTC for college credit include: Algebra II, Calculus I, Calculus II, Chemistry/Physics II, Spanish I, and Spanish II. As a general rule all high schools accept for high school graduation all courses taught on their home campus by their own faculty. They also, generally, accept the Twin Rivers Career and Technical Education System Cooperative courses taught in the cooperative whether these are taught on the local high school campus, at the college, or at the hospital (e.g. Auto Mechanics, I and II, Health Occupations I and II, Child Day Care, Building Trades, CAD, etc.).

The main difference between Dual Enrollment and Dual Credit is where the course is located and the selection of courses available. According to LTC's definition, Dual Enrollment courses are held during the regular school day on LTC's (or one of the IECC schools) campus. These selected courses are open to qualifying Juniors and Seniors who meet the criteria and prerequisites. Tuition is usually waived by the college for day classes and the student is responsible for the books and transportation to and from the class. The credits earned will be applied toward college graduation, but it will be up to the local school district to determine if any of these credits shall be applied toward high school graduation. Arrangements for Dual Enrollment course(s) must be requested and approved during the semester preceding the course offering.

All requests for graduation credits to be awarded for all off campus courses including but not limited to Correspondence courses, Dual Credit, and Dual Enrollment courses will be reviewed by the Board of Education before being applied toward high school graduation. Unless special permission and approval is granted in advance, all off campus courses that are approved and accepted by OHS will be counted as elective courses only toward High School Graduation requirements.

Guidelines for credit for off campus courses toward graduation may include but not be limited to:

- Limited to 2 courses per student;
- Limited to Juniors and Seniors;
- Limited to courses not offered at OHS;
- Must be approved by Guidance and/or Administration in advance;
- To be considered for approval the student must: Have a Cumulative GPA of 2.5/4.0 or better;
- Agree to provide proof of daily attendance at and/or progress toward completion of the off campus course to be verified by the course instructor;
- Demonstrate a genuine need to complete the course in order to meet high school graduation requirements and/or to prepare for a course of study at college;
- Agree to provide personal transportation to and from the class site and to absorb any and all expenses associated with the off campus course
- Meet eligibility requirements imposed by IECC (see Guidance Counselor for details).

Any student who would like more information should see the Guidance Counselor.

## **2.100 - Home and Hospital Instruction**

### **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 home or hospital.

Eligibility shall be determined by State Law and the Illinois State Board of Education rule governing the continuum of placement options for home-hospital services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Office of the Principal.

### **Cross Reference:**

PRESS 6:150, *Home and Hospital Instruction*

## **2.110 - Early Graduation**

### **Early Graduation**

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to the beginning of the student's seventh semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony. (i.e. announcements, cap and gown rental, graduation practices, etc.)

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the senior counselor prior to the beginning of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

### **Cross Reference:**

PRESS 6:300, *Graduation Requirements*

## **2.120 - Graduation Requirements**

### **High School Graduation Requirements**

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements.
2. Completing all courses described below, as determined by when the student entered the 9th grade.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Taking the Prairie State Achievement Examination

### **Students Entering the 9th Grade in the 2006-2007 school year**

1. Three years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content.
4. One year of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government.
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.

### **Students Entering the 9th Grade in the 2007-2008 School Year**

1. Three years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government.
6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.

### **Students Entering the 9th Grade in the 2008-2009 School Year & Beyond**

1. **Four years of language arts.**
2. **Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject.**

3. **Three years of mathematics, one of which must be Algebra I and one of which must include geometry content.**
4. **Two years of science.**
5. **Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government.**
6. **One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.**

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program.

Cross Reference:

PRESS 6:300, *Graduation Requirements*

## **GRADUATION REQUIREMENTS**

To graduate from Oblong High School a student must have earned a minimum of 22 credits. Units include the following requirements and enough electives to total the required number of credits:

- A. 4 credits in English (must earn Speech endorsement) Students must successfully complete 4 years of Language Arts, 2 years of writing intensive courses both of which may be English
- B. 2 credits in Social Studies one of which must be U.S. History
- C. 2 credits in Science (1-Life Science and 1-Physical Science)
- D. 3 credits in Math one of which may be related to computer technology – Students must successfully complete 3 years of Math one of which must be Algebra I and one of which must include geometry content.
- E.  $\frac{1}{2}$  credit in Health Education
- F. Driver Education
- G. Physical Education each semester (exemptions excluded see Student Handbook 2.80)
- H.  $\frac{1}{2}$  credit in consumer education, or pass the Consumer Education Test
- I. Passed tests covering the U.S. Constitution, Illinois Constitution, and Flag Code
- J. 1 credit in keyboarding
- K. 1 credit chosen from among music, art, foreign language, or vocational education

Remember that the requirements for graduation listed are MINIMUM requirements. Individual students who wish to undertake a more rigorous plan or those who are preparing for a specific college or post-high school program should make an appointment with Guidance to map out a suitable course of study.

## **2.121 – COLLEGE VISIT**

### **COLLEGE VISIT DAYS**

Each senior may take up to two school days to visit prospective colleges. The following procedure for college days should be followed:

1. The student must work through the Guidance Counselor to set up all college visits;
2. An appointment must be made with the college at least one week in advance of the visit. Confirmation of the appointment must be provided to the school by phone or by letter from the college to be visited;
3. It is the student's responsibility to notify his/her teachers concerning the day and time of the appointment prior to the day of the visit. The Guidance Counselor has a form for this process. It is also the student's responsibility to complete all work before leaving for the appointment;
4. College days should not be scheduled during semester finals or after April 30.

College visits to Olney Central and Lincoln Trail Colleges will be for  $\frac{1}{2}$  day unless otherwise determined in advance and cleared with the Guidance Counselor. This may be for either morning or afternoon visits. Failure to abide by the college day procedures may result in an unexcused absence.

## **2.122 - Graduation Ceremony**

### **GRADUATION CEREMONY**

Participating in the graduation ceremony is a privilege not a right. The graduation ceremony symbolizes successful completion of the educational process at the secondary level. For disciplinary reasons and under appropriate circumstances, the school may deny a student the privilege of participating in the graduation ceremony. Student and parents will be given as much notice as possible.

A student must, to be eligible to participate in the graduation ceremony, meet all graduation requirements as required by the Oblong CUSD #4 Board of Education and the Illinois State Board of Education; or the Guidance Counselor must certify to the Principal that the student will meet all graduation requirements by the end of Summer in approved LTC courses, or other acceptable forms of credit. Any student who is ineligible to walk through Commencement in a given year due to lack of credits or lack of other graduation requirements may apply for and be granted permission to participate in the next Commencement Exercise held (usually at the end of the following school year) following the student's completion of all requirements.

Rules for students with disabilities will continue to be governed by IDEA rules and regulations.

### **3.10 - Fees, Fines & Charges; Waiver of Student Fees**

#### **Fines, Fees, and Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities, including Driver Education and athletics. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

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

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at Oblong High School, 700 S. Range St., Oblong, IL 62449 and telephone 618-592-4235.

Cross-references:

PRESS 4:110, Transportation

PRESS 4:140, Waiver of Student Fees

PRESS 4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees

PRESS 4:140-E1, Application for Fee Waivers

PRESS 4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal

### **3.10 E1 - Application for Fee Waiver**

#### Exhibit - Application for Fee Waiver

This application for a school fee waiver is completely independent from the District process for determining eligibility for free meals. The information must be provided for your application to be considered. Submit completed application and income verification documents to the Building Principal.

---

<b>Students Name</b> (please print)	<b>School</b>
-------------------------------------	---------------

---

Parent/Guardian Name (please print)

---

Address (please print)

---

1. The student named above lives in my household? Yes No
2. Total number of people living in my home \_\_\_\_\_
3. Total gross annual household income (before deductions) from all people living in my home  
\$ \_\_\_\_\_

- Income includes all:  
Compensation for services, wages, salary, commissions or fees;  
Net income from self-employment;  
Social Security;  
Dividends or interest on savings or bonds or income from estates or trusts;  
Net rental income;  
Public assistance or welfare payments;  
Unemployment compensation;  
Government civilian employee or military retirement, or pensions or veterans payments;  
Private pensions or annuities;  
Alimony or child support payments;  
Regular contributions from persons not living in the household;  
Net royalties; and  
Other cash income (including cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources).

4. My household meets the federal income guidelines for free meals (attached)? Yes No  
See [www.isbe.net/nutrition/htmls/data.htm#income](http://www.isbe.net/nutrition/htmls/data.htm#income).

If you answered “No” to any of the previous questions, please indicate the reason(s) you are applying for a waiver of school fees.

---

---

#### Income Verification for Fee Waiver

You must present one of the following documents to verify income:

Two current pay stubs for all working members of the household	Disability statement showing benefits
Unemployment statement showing benefits	Current tax returns
Medicaid Card showing case number	Foster placement papers
Direct Certification letter from the State of Illinois	Food Stamp Evidence
Temporary Food assistance for needy families	

You may be requested to provide updated income verification at any time, but no more often than once every 60 calendar days.

Supplying false information to obtain a fee waiver is a Class 4 felony (720 ILCS 5/17-6).

I attest that the statements made herein are true and correct.

---

Parent/Guardian (signature)

Date

#### Cross Reference:

PRESS 4:140 E1, *Exhibit - Application for Fee Waiver*

<sup>1</sup> Illinois law now gives school districts two options with respect to school fee waiver applications. Option #1 allows a district to use students' application for free meals. Previously, this was the only option available to school districts and requires schools to follow guidelines of the free meals program to determine students' eligibility for a fee waiver. Option #2 now establishes a new application process to determine students' eligibility for a fee waiver. This second option is still based on the same income guidelines established by the federal meals program, but allows a district more flexibility in verifying the information in students' fee waiver applications. This exhibit follows new option #2.

### **3.11 – Fees**

The School District assesses fees for various services and activities. Some are optional fees because they are only paid by participants such as athletic fees. Others, such as registration fees, are charged to all students. All fees should be paid promptly. Students shall not, however, be denied educational services or academic credit due to the inability of parents or guardians to pay fees and charges.

Students and/or parents/guardians who are unable to pay student fees may receive a waiver of the fees except that these students are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment.

The parent/guardian shall submit written evidence of eligibility for a waiver of fees (See 3.10 E-1 above). Forms are available at the time of registration and at any time from the Principal's Office. It is recommended that the parent/guardian fill out an application for free/reduced price meals benefits at the same time. Eligibility for meal benefits and fee waivers are very similar.

A student shall be eligible for a fee waiver when at least one of the following prerequisites are met: (1) The student is currently receiving Food Stamps or Temporary Assistance for Needy Families (TANF); (2) The student is currently eligible for Free or Reduced Price Meals; (3) the Student's family is currently eligible under the guidelines of family-size income levels prescribed annually by the Secretary of Agriculture; and (4) The student is currently considered homeless according to the policy of the Illinois State Board of Education and the Education of Homeless Children and Youth.

Other factors may be considered. If you feel you are eligible for a fee waiver, but do not qualify under one of the circumstances above, then contact the Principal's Office and learn how to apply for a waiver.

**Registration for High School - \$75.00 (textbooks and most lab fees included)**

**Driver Education - \$75.00 (does not include Driver License Application fee)**

**Health Occupations I - \$29.00 (for background and fingerprinting fee) due at the beginning of the course and \$60.00 for the State Certification exam for CNA license. This fee is not due until Spring and fund-raising activities will be available.**

**Athletic Participation Fee - \$25.00 per activity.**

**Student accident insurance:**

Grades Pre K-8	\$23.00
Grades 9 -12	\$46.00
24 hour coverage	\$125.00
Football Insurance	\$162.00 plus Basic (\$46.00) = \$208.00
<b><i>(Optional additional coverage for additional premium available)</i></b>	

### **3.20 - School Lunch Program**

#### **School Lunch Program**

Breakfast is served every school day from 7:30 a.m. to 8:10 a.m. Lunch is served every school day from 12:09 p.m. to 12:39 p.m., except when there is an 11:30 a.m. or earlier dismissal or an altered schedule day such as Semester Final Exam Days.

A student may purchase breakfast for \$2.00. Breakfast may be purchased on a weekly basis for \$2.00 per breakfast.

A student may bring a sack lunch from home or may purchase a school lunch for \$3.00 and/or extra milk for \$0.30. Lunch may be purchased on a weekly basis for \$3.00 per lunch.

Free or reduced price meals are available for qualifying students. For an application, contact the principal's office.

Cross Reference:

PRESS 4:130, *Free and Reduced-Price Food Services*

### **3.21 – Meals and Account Balances**

Each student is issued a bar coded meal card that they must use to go through the lunch line. The student may pay any amount of money on their account at any given time. Cash or checks to go towards the account balance should be placed in a sealed envelope with the student name on the outside and the amount enclosed. The student is to turn in that envelope to the High School Office before the start of the school day. Families with more than one child enrolled at OHS may write one check and the money will be credited towards the family account balance.

The District has a financial responsibility to our students, parents, and community members. Due to an overwhelming amount of charged meals, a meal account will have a maximum charge capacity. If an individual family does not attempt to keep accounts current, the students may receive an alternative meal. The alternative lunch will meet the requirements of a Class A Lunch as defined by the Illinois State Board of Education and the United States Department of Agriculture and will consist of a sack lunch containing a peanut butter sandwich, fruit, and milk. Regular lunch fees still apply. Please pre-pay for meals or send payment daily to stay current and avoid reaching maximum charge capacity.

#### **Meal Prices:**

Breakfast - daily	<b>Students \$2.00</b>	Adults \$3.00	
Lunch - daily	<b>Students \$3.00</b>	Adults \$4.00	Extra Milk - \$.30

#### **Reduced price meals** for students who qualify are:

Breakfast - daily	30 cents (\$.30)
Lunch - daily	40 cents (\$.40)

**Admission price to athletic events:**

High School Varsity events	Adults \$4.00	Students \$2.00
High School F/S events	Adults \$3.00	Students \$2.00
Jr. High Varsity (includes Basketball and Volleyball)	Adults \$3.00	Students \$2.00
5 <sup>th</sup> & 6 <sup>th</sup> Grade events	Adults \$2.00	Students \$1.00

**Family Pass good for the entire family for home athletic events (State Tournaments not included)    \$60.00**

## **4.10 - Bus Transportation**

### **Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

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

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.

17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

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

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

For questions regarding school transportation issues, contact: Jeff Patchett 592-3933 or 592-4235 for route pick-up and delivery times and drivers. For all other concerns contact the Principal's Office 618-592-4235.

Cross Reference:

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

PRESS 4:170-AP3, *School Bus Safety Rules*

PRESS 7:220, *Bus Conduct*

PRESS 7:220-AP, *Electronic Recordings on School Buses*

## 4.20 - Parking

### Parking

Students may park their vehicles in the lots east of the gym, east of the football field, south of the gym, and west of the gym during school hours. Vehicles must be parked between the painted lines when available, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots or that block other vehicles may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots west of the main building and north across Texas Street are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds.

School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, suspension and expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Do not pass a stopped school bus from either direction while it is loading or unloading passengers, especially not in the school parking lot.

The parking lot is not to be used as a circle drive. When you enter the grounds with your automobile you are expected to park it appropriately. Students are not to sit in or loiter near any vehicles during the school day or lunch period. Students are not to go to any automobiles during or between classes without permission from the Office. A student may request and receive permission to go to a vehicle. The Office Personnel must approve and then issue a written pass that must be presented to any Faculty or Staff member upon request. Students are not to be in or around another student's vehicle without the owner's permission and presence.

Students who park south and west of the building should exit the campus on the west side (Adams Street) after school is dismissed. This helps eliminate the congestion with busses.

## **5.10 - Immunization, Health, Eye & Dental Examination**

Immunization, Health, Eye and Dental Examinations

### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

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. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. 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.

### **Eye Examination**

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

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

## **Exemptions**

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.

Cross Reference:

PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

## **5.20 - Student Medication**

### **Student Medication**

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 a 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 "Student Medical 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. Refrigeration for medicine in the Office is available if required.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication 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 auto-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 auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

#### **Cross-References:**

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-AP, *Dispensing Medication*

PRESS 7:270-E, *School Medication Authorization*

## 5.20 E 1 – Student Medical Authorization Form

### *Exhibit - School Medication Authorization Form*

*To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.*

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

*To be completed by the student's physician, physician assistant, or advanced practice RN (Note: for asthma inhalers only, use the "Asthma Inhalers" section below):*

Physician's Printed Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Medication \_\_\_\_\_

name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

Time medication is to be administered or under what \_\_\_\_\_

circumstances: \_\_\_\_\_

Discontinuation \_\_\_\_\_

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ date: \_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

Is it necessary for this medication to be administered during the school day?  Yes  No

Expected side effects, if any: \_\_\_\_\_

Time interval for re-evaluation: \_\_\_\_\_

Other medications student is receiving: \_\_\_\_\_

Physician's signature \_\_\_\_\_

Date \_\_\_\_\_

Asthma Inhalers

*Parent(s)/Guardian(s) please attach prescription label here:*

**For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:**  
I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, 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 auto-injector (105 ILCS 5/22-30). **If you agree please initial:** \_\_\_\_\_

Parent/Guardian

**For all parents/guardians:**

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and**

I 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 the administration or the child's self-administration of medication.

Parent/Guardian printed name \_\_\_\_\_

Address (if different from Student's above): \_\_\_\_\_

Phone: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

## **5.30 - Guidance & Counseling**

### Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

#### Cross-Reference:

PRESS 6:270, *Guidance and Counseling Program*

Copyright by the Illinois Association of School Boards – Used with Permission.

## **5.40 - Safety Drill Procedures**

### **Safety Drill Procedures 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 drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

#### **Cross-References:**

PRESS 4:170, *Safety*

PRESS 4:170-AP1, *Comprehensive Safety and Crisis Program*

### **Safety Drill Details**

Teachers will review with students the procedures for each type of emergency, exit routes, and alternate exit routes from the building, areas for shelter in place, and tornado, severe weather emergencies, as well as assembly areas and procedures. Each classroom will have on display a map of escape routes and written instructions regarding emergency procedures. Safe bus riding procedures will also be presented and evacuation from a bus will be practiced.

The teacher in each classroom will give students instructions for evacuation procedures and where take cover areas and assembly areas are located. Each classroom will have on display a map of escape routes and written instructions regarding emergency procedures.

## **5.50 - Communicable Disease**

### Communicable Diseases

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

#### Cross-References:

PRESS 7:280, *Communicable and Chronic Infectious Disease*

PRESS 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

### **Additional Communicable and Chronic Infectious Disease Information**

Teachers will review with students the procedures for each type of emergency, exit routes, and alternate exit routes from the building, areas for shelter in place, and tornado, severe weather emergencies, as well as assembly areas and procedures. Each classroom will have on display a map of escape routes and written instructions regarding emergency procedures. Safe bus riding procedures will also be presented and evacuation from a bus will be practiced.

The teacher in each classroom will give students instructions for evacuation procedures and where take cover areas and assembly areas are located. Each classroom will have on display a map of escape routes and written instructions regarding emergency procedures.

When the Building Principal receives notification from an appropriate health care professional that a child in the school has been diagnosed as having a communicable and chronic infectious disease or is shown to have been exposed to Human Immunodeficiency Virus (HIV) or any other identified causative agent of a communicable and chronic infectious disease, the Principal shall immediately notify the Superintendent of the child's identity. The Principal may, as necessary, disclose the identity of the infected child to those persons who, by federal or state law, are required to decide the placement or educational program of the child, as well as to the school nurse and the classroom teachers in whose classes the child is enrolled.

The District shall report to the local health authority, where appropriate, known or suspected cases of a communicable and chronic infectious disease involving a District student. The collection and maintenance of the student's medical information shall be done in a manner to ensure the strictest confidentiality and in accordance with federal and state laws regarding student records and information.

The determination of whether the infected student shall be permitted to attend school in a regular

classroom setting or participate in school activities with other students shall be made on a case-by-case basis by the Communicable and Chronic Infectious Disease Review Team, the student's personal physician and local health authorities. If the infected student is not permitted to attend school in a regular classroom or participate in school activities with other students, due to a determination that he or she poses a high risk of transmission of the disease to other students and staff, every reasonable effort shall be made to provide the student with adequate alternative education. State regulations and school policy regarding homebound instruction shall apply.

Temporary removal of the student from the District's classrooms may be appropriate when:

- The student lacks control of bodily secretions;
- The student has open sores that cannot be covered;
- The student demonstrates behavior (e.g. biting) which could result in direct inoculation of potentially infected body fluids into the bloodstream.

Temporary removal of the student from the classroom for those reasons listed above is not to be construed as the only response to reduce risk of transmission of a communicable and chronic infectious disease. The District shall be flexible in its response and attempt to use the least restrictive means to accommodate the student's needs. If temporary removal is warranted such action shall be reviewed by the Communicable and Chronic Infectious Disease Review Team in consultation with the student's personal physician and local public health authorities at least once every month to determine whether the condition precipitating the removal has changed.

When a student returns to school after an absence due to a communicable and chronic infectious disease, he/she shall present a certificate from a physician licensed in the state of Illinois stating that the student is free from disease or otherwise qualifies for readmission to school under the rules of the Illinois Department of Public Health which regulate periods of incubation, communicability, quarantine and reporting.

If the parent/guardian disagrees with the student's alternative educational placement or program, he/she shall be offered the opportunity to an appeal to the School Board within ten (10) days of the notification of the decision of the Communicable and Chronic Infectious Disease Review Team.

## **5.51 – Health Services**

The School Nurse assists the Department of Public Health in keeping the school and the students in compliance with the State's immunization program. All students are eligible to receive immunizations as they become available through the State of Illinois and the Health Department. All students must provide acceptable documentation that all immunizations and health requirements are up to date or include a Physician's signed statement to the contrary.

If a student becomes ill in school he/she should report immediately to the Office. In most cases the Nurse will be notified and will come to examine the student. Students must not leave the building due to illness without first reporting to the Office. They must then receive permission from the Office personnel to leave school.

## **5.52 – Student Accident Insurance and Claims**

### **Student Accident Insurance and Student Claims**

All students enrolled in Oblong Community Unit District #4 Schools have the option to be covered under the School's student insurance carrier. All Unit #4 students who attend school at one of the campuses in Oblong and all Unit #4 students who attend school in an off campus setting, including but not limited to special needs students and special placement students, shall have equal opportunity to enroll in the student insurance program. To be enrolled the Parent/Guardian/Student must fill out the appropriate Student Insurance Enrollment information form. Forms and information are available at the time of student registration and/or any time at the Elementary Principal's Office at 600 West Main, Oblong, the High School Principal's Office at 700 South Range Street, Oblong, and the Unit #4 Superintendent's Office at 600 W. Main, Oblong.

Students participating in athletics, cheerleading, or pompons must have school accident insurance unless the parent/guardian state in writing that the student is covered under a family health insurance plan. Athletes are required to enroll in the insurance program or provide proof of insurance from their parent/guardian before they are eligible to practice or participate in a sport.

If a student is injured:

1. Report your accident to the instructor/supervisor/coach in charge or to the school office immediately following the accident, or as soon as possible, and fill out the accident report in the Office;
2. File your claim form as soon as possible. The insurance company allows a limited time to file most claims;
3. Claim forms are available through the School Office and the Insurance carrier;
4. Follow all verbal and written directions closely. It is your responsibility to see that your claim is filed properly and on time with the insurance carrier.

## **5.60 - Head Lice**

### Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

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

### Cross-References:

PRESS 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

## **6.10 - General Building Conduct**

### **General Building Conduct**

Students shall not arrive at school before 7:55 a.m. and classes begin at 8:12 a.m. and students are dismissed at 3:12 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal. Students who bring such devices accept full responsibility for the safety and security of the items.

## **6.20 - School Dress Code & Student Appearance**

### School Dress Code / Student Appearance

- Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

#### Cross-references:

PRESS 7:160, *Student Appearance*

## **6.30 - Student Discipline**

### **Student Behavior1**

**Copies of all School District policies on student behavior are available online through the School District's website or in the school office.**

#### **Prohibited Student Conduct**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### **When and Where Conduct Rules Apply**

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

## **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. 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.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

## **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.

## **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

## **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

## **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Cross-references:

PRESS 7:190, *Student Discipline*

PRESS 7:190-AP2, *Gang Activity Prohibited*

## **Cell Phones and Other Disruptive Devices**

**Disruptive devices** such as Cell phones, pagers, electronic communications devices, digital music players (including but not limited to iPod, Blackberries, and the like), compact disc players, tape players/recorders, electronic games, personal televisions and electronic communications devices and the like can cause classroom disruptions. It is very important to keep classroom disruptions to an absolute minimum. Therefore, any Disruptive devices, electronic or otherwise, which cause a disturbance, may be referred to the building principal. In instances where one or more of these devices may be needed for educational purposes, the student will make arrangements with the Teacher and the Office in advance, and the electronic device will be left in the Office except when needed in the classroom.

### **Examples of Disruptive Behavior regarding Cell Phone Usage: (this is not intended to be an all inclusive list)**

1. Tardiness to class or school while using phone.
2. Sending or receiving text messages during the school day except as indicated below.
3. Making or receiving calls during the school day.
4. Any violation of academic integrity such as:
  - a. Soliciting answers or information regarding an exam.
  - b. Providing answers or information regarding an exam.
  - c. Copying/taking photos or sharing material that may be used in a testing situation.
5. Any behavior that conflicts with specific classroom expectations.
6. Any use of media not related to the academic process.

**First Offense:** Disruptive Device confiscated; returned to student at the end of the school day.

**Second Offense:** Disruptive Device confiscated; parent contact by telephone or in person, student may pick up the device after school with reminder of increasing punishment for additional offenses.

**Third Offense:** Disruptive Device confiscated, parent required to pick up the device after school.

**Subsequent Offenses:** Disruptive Device confiscated, parent required to pick up the device only after disciplinary assignment is completed by student. Punishment may include after school detention and/or Saturday School through expulsion.

Severe violations or continued violations of policy may result in additional consequences for other conduct, i.e. disobedience, tardiness, cheating, bullying, harassment, etc.

## **Smoking**

School buildings and school grounds are a smoke free environment. Students are not permitted to smoke at any time in the school building or on the school grounds. This applies to the regular school day as well as to all school-sponsored activities. Violation of this rule is a serious offense. Punishment may include but not be limited to suspension from school.

## Range of Disciplinary Consequences

**Less Severe**

- Disciplinary Conference - Warning (verbal & written) – Detention – Parent contact – Send child to administrator – Parent conference
- Seizure of contraband
- Work Detail – Community Service (not during the academic portion of the day)
- Social Probation
- Temporary removal from the classroom
- Detention after school
- Suspension from the bus (1 – 10 days)
- Saturday School
- Out-of-School Suspension (1 – 10 days) A suspended student is prohibited from being on school grounds
- Truant Alternative Optional Education Program – Safe School

**More Severe**

- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.

**Any consequences in the first level may be assigned by a teacher or an administrator. For any discipline consequences outside the first level there will be parental notification by an administrator. Items beyond the first level may be assigned only by an administrator through the discipline referral process.**

### 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.

### Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

- (1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board of education on a case-by-case basis.

### **Detention**

Students may be assigned detention for excessive tardiness or misconduct. Regular detentions are served during lunch hour or after school. Parents will be notified of after school detentions. Students are required to bring books and materials to study during detention. Talking during detention is prohibited. Failure to follow these guidelines may result in further disciplinary action. Parents are responsible for transportation for students assigned to detention after school.

For more severe infractions and/or repeated violations Saturday Detention may be assigned. It will be from 8:00 a.m. until 12:00 Noon. The Principal or his designee will supervise Saturday Detention. Behavior is the same as regular detention. Students who refuse to follow these guidelines will be dismissed from Saturday detention with more severe disciplinary action to follow that may include but may not be limited to suspension/expulsion.

### **Gang & Gang Activity**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Cross-references:

PRESS 7:190, Student Discipline

PRESS 7:190-AP2, Gang Activity Prohibited

## **Suspension/Expulsion**

Suspension is the removal of a student from school for a specified number of days not to exceed ten for any one offense. A student's suspension from school is based on two conditions:

1. Repeated or very severe incident of breaking school rules and/or the inability to adjust to the school community
2. When the safety and health of the student or other students or staff have been violated.

A student who is suspended is not permitted to attend school, school activities, or otherwise be on the school campus for the duration of the suspension. Students will receive "0" for all missed work including tests.

During an in school alternative study assignment students will be required to complete assignments, including tests given that day. All work, however, may be subject to a late penalty assessment and daily or in class participation points will be missed.

The Principal shall meet with the student and give verbal notice of the charges against the student. The Principal shall assign appropriate punishment that may include suspension from school for up to ten days per incident. Parents will be notified verbally or by phone, if possible, and in writing of the charges against and punishment for the child. If the parent/guardian disagrees with the Principal's decision he/she may respond, in writing, to the Superintendent within 10 days of the postmark of the written notice received by the parent/guardian. The steps of Due Process shall be continued from that point.

The Board of Education is authorized to expel students guilty of gross disobedience or misconduct for up to two years for certain offenses or for a shorter period as determined by the School Board. The student and/or parents or guardian shall be due the following procedural protections:

- (1) verbal and written notice of the charges;
- (2) A written notice to the parents or guardian of the time, place, and purpose of the hearing by registered or certified mail with the appearance of the parents or guardian requested;
- (3) A hearing before a hearing officer or the Board of Education with the student and parent/guardian invited to be present with counsel. Counsel may present witnesses and other evidence on behalf of the student and may cross-examine adverse witnesses.

Gross disobedience or misconduct of students shall include, but not be limited to, instances of:

- A. Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.
- B. Possession, use, distribution, purchase, sale, or if found to be under the influence of controlled substances and look-alike substances and/or alcoholic beverages and/or tobacco products and/or drug paraphernalia.
- C. Injury or threat of injury to any school district employee, official, or student.
- D. Destruction and/or defacement of any school property
- E. Possession, use, or distribution of a dangerous weapon.
- E. Other such conduct that poses a danger to persons or property or disrupts the educational process.

(4) The hearing shall be conducted by the Board or by a Hearing Officer as the case may be. The hearing may proceed at the discretion of the Board President, or if one is appointed, the Hearing Officer, in the absence of any party who, after due notice, fails to be present;

(5) The rules of evidence shall not be applicable during the hearing;

(6) If the hearing is before a Hearing Officer, the Hearing Officer shall submit to the board a written summary of the evidence collected and referenced during the expulsion hearing, except this shall not be necessary if a quorum of the Board of Education is present at the hearing, and will determine the facts from their own hearing of the evidence. The Hearing Officer shall submit finding(s) and recommendation(s) to the Board upon request of the Superintendent. The summary and, if requested, finding(s) and recommendation(s) shall be submitted to the Board as soon as possible after the hearing is concluded. The district shall make a tape recording of the meeting, whether or not a Hearing Officer is appointed. The Board Secretary shall retain such tape recording as part of the proceedings, together with all documents, or evidence submitted at the hearing;

(7) Following the hearing conducted by the Board or upon receipt of the Hearing Officer's summary, and if requested, finding(s) and recommendation(s), the Board, within ten (10) days thereafter, shall take whatever action it deems appropriate and may include alternatives to expulsion. The Board's decision shall be in writing with a copy being furnished to the student's parent/guardian. The decision shall specify the finding(s) upon which the decision is based.

Each student so charged shall be afforded all appropriate rights of due process.

### **Rights and Responsibilities – Due Process**

In the operation of the schools, it is hoped that the hallmark of the exercise of authority will always be fairness. Every effort is made to secure understanding and acceptance of decisions that are made in good faith. At times there may be legitimate differences of opinion between student and staff members. The student should know that he/she and/or his/her parents/guardians have a right to a hearing and judgment by persons other than the one with whom the disagreement lays. The School Principal, if he is not himself involved, shall be the first recourse. The Board will extend to students their full rights as provided by law. It is the Board's desire that the exercise of authority necessary in a school setting be fair and that the student's rights be fully protected.

The student and/or parents or guardian shall be due the following procedural protections:

- (1) verbal and written notice of the charges;
- (2) A written notice shall be delivered to the student/parents/guardian that they may request a hearing, or, as in the case of Expulsion proceedings, the time, place, and purpose of the hearing shall be delivered by registered or certified mail with the appearance of the student/parents/guardian requested;
- (3) If the hearing is before a hearing officer or the Board of Education the student and parent/guardian shall be invited to be present and may appear with counsel. Counsel may present witnesses and other evidence on behalf of the student and may cross-examine adverse witnesses.

Specific steps for procedures that deal with Suspension or Expulsion are included in the Student Handbook Section: Suspension/Expulsion.

## **6.40 - Preventing Bullying, Intimidation & Harassment**

### **Preventing Bullying, Intimidation & (Sexual) Harassment**

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

**Sexual Harassment Prohibited** – Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or

she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but may not be limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Guidance Counselor, or complaint manager for appropriate action.

Nondiscrimination Coordinator – Jeff Patchett, Superintendent, 600 W. Main St., Oblong, IL 62449, telephone – 618-592-3933. Complaint Managers – Jana Roark, Guidance Counselor, 600 W. Main St., Oblong, IL 62449, telephone – 618-592-4225 or 618-592-4235; Michelle Meese, Principal 600 W. Main St., Oblong, IL 62449, telephone – 618-592-4225.

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment. Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

**Nondiscrimination Coordinator:**

Name

**Mr. Jeffery Patchett, Superintendent**

Address

Superintendent's Office 600 W. Main  
Oblong, IL

Telephone 618-592-3933

**Complaint Managers:**

Name

**Michelle Meese, Principal**

Address

Oblong Elementary School  
600 W. Main St.

Name  
**Jeff Patchett, Principal**

Address

Oblong High School  
700 S. Range

Oblong, IL 62449

Telephone 618-592-4235

**Jana Roark**  
Oblong High School  
700 S. Range  
Oblong, IL 62449  
618-592-4235 or  
618-592-4225

Cross-References:

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:180, *Preventing Bullying, Intimidation, and Harassment*

PRESS 7:190, *Student Discipline*

PRESS 2:260, *Uniform Grievance Procedure*

**6.45-Sexual Harassment & Teen Dating Violence Prohibited**

**Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

#### *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 Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

**Nondiscrimination Coordinator:**

Name

Address

Phone Number

Email Address

**Complaint Managers:**<sup>2</sup>

Name

Address

Phone Number

Email Address

Name

Address

Phone Number

Email Address

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

Cross-references:

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:185, *Teen Dating Violence Prohibited*

## **6.60 - Field Trips**

### Field Trips

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

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Cross-References:

PRESS 6:240, *Field Trips*

PRESS 6:240-AP, *Field Trip Guidelines*

## **6.61 – General School Behaviors and Services**

### **Care of School Property**

Students are responsible for the proper care of all books, supplies, and furniture supplied to them by the school or provided for use during classes and/or activities. Students who disfigure property, mark in the books, write on the furniture, or otherwise damage, disfigure, or abuse school property or equipment will be punished. Punishment may include but not be limited to the student being required to pay to have the damage repaired or the item(s) replaced and/or suspension/expulsion from school.

### **Lockers**

A locker and a combination lock is issued to each student upon registration. Students are expected to keep their lockers clean and not to abuse them in any way. To protect their interests, students should keep secret their lock combination and should keep their lockers locked at all times. Report to the Office if your locker or lock is not working properly so it can be repaired or replaced. If your PE locker or lock is not working properly report this to your PE teacher or to the Office immediately. Food, drinks and other snack foods are not to be placed in lockers. Lockers are owned and controlled by the District and may be searched from time to time by appropriate school authorities to detect illicit items that are not to be at school.

The school cannot be responsible for valuables left in lockers. If it is absolutely necessary to bring valuable items or excessive amounts of cash to school, they can be safeguarded by leaving them in the Office. It is best to leave such items at home.

## **Lost And Found**

If a student finds a lost article they are asked to take it to the Office where it can be claimed by the owner. Likewise, if a student loses an item please check in the Office to see if it has been returned.

## **Student Valuables**

Students are cautioned not to bring large amounts of money, radios, tape/CD players, ipods, or cameras to school. If a student wears glasses, a watch, rings, or other jewelry they are to keep track of these items at all times. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, leave it at the officer for safe keeping. Do not leave valuables in your locker. We will do everything we can to prevent thievery but, the school can make no guarantees. The best prevention is not to bring excessive money and valuables to school

## **6.70- Access to Student Social Networking Passwords & Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **7.10 - Internet Acceptable Use**

### **Internet Acceptable Use**

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.

2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

**Use of Email** – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

Cross Reference:

PRESS 6:235, *Access to Electronic Networks*

## 7.10 E1 - Internet Acceptable Use Sign-Off

### Internet Acceptable Use Sign-Off

Dear Parents/Guardians:

Our School District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the School District.

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have an Internet account, sign the *Authorization* form below and return it to your school.

### Authorization for Electronic Network Access Form

**Students must have a parent/guardian read and agree to the following before being granted unsupervised access:**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the Acceptable Use of Electronic Networks will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have

discussed the *Acceptable Use of Electronic Networks* with my child. I hereby request that my child be allowed access to the District's electronic network, including the Internet.

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**Students must also read and agree to the following before being granted unsupervised access:**

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic network, including the Internet.

Student Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Cross-References:

PRESS 6:235, *Access to Electronic Networks*

PRESS 6:235-AP1, *Acceptable Use of Electronic Networks*

PRESS 6:235-E1, *Letter to Parents/Guardians Regarding Students Use of the District's Electronic Networks*

## **7.20 - Guidelines for Student Distribution of Non-School Publications**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7. Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous,
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Cross Reference:  
PRESS 7:310, Restrictions on Publications

## **8.10 - Search and Seizure**

### **Search and Seizure**

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

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

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

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

#### **Students**

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

#### **Seizure of Property**

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

Cross-reference:

PRESS 7:140, *Search and Seizure*

## **9.10 - Athletic Rules & Code of Conduct**

### **Athletic Rules & Code of Conduct**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

### **IHSA**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IHSA [or] IESA and this Athletic Code, the most stringent rule will be enforced. (See IHSA Eligibility rules at the end of this chapter)

### **Eligibility**

To retain athletic eligibility, an athlete must have passed 20 credit hours or a minimum of 2 semester credit hours of academic course work in the semester preceding his or her athletic eligibility and must have passed all course work in the week preceding his or her athletic eligibility.

### **ELIGIBILITY – NO PASS NO PLAY**

All high school students must maintain passing grades to be eligible to participate in school sponsored or school supported athletic or extracurricular activities. Any high school student who fails to maintain a grade of D minus or higher in each course in which the student is then enrolled shall be ineligible to participate in any extracurricular activities until the student achieves a passing grade in each such course. Teachers shall notify the High School Principal or his designee each week regarding each student's current academic standing.

For purposes of this policy, “extracurricular activities” shall include all school sponsored or school related activities which take place outside the regular school day and which do not result in, or affect a grade for student participation.

## **Requirements for Participation**

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
5. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
6. A signed agreement by the student's parent or guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

## **Behavioral Conduct**

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

## **Drugs, Alcohol and Tobacco**

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held

before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

## **Rules in Effect**

The Athletic Code of Conduct consists of rules and regulations, which govern the student's conduct while participating in the athletic program at Oblong High School and Oblong Elementary School. In making the decision to participate in the program of interscholastic athletics the student must make a commitment to:

1. Comply with the rules of the Illinois High School Association or the Illinois Elementary School Association.
2. Comply with the rules and regulations as developed and set down by the Oblong Community Unit School District #4, Board of Education.
3. Comply with the training rules and regulations as established by the coach of the sport in which the student is participating.

The rules set forth in this policy are based upon the assumption that participation in athletics at Oblong High School or Oblong Elementary School is a privilege, not a right.

These rules are to apply from the first day of practice or from the first day of school for the student athlete, and continue to apply to the student athlete until completion of their High School career. These rules apply both in and out of season of the sport(s) in which each student athlete participates, during the school year, holidays, school year vacations, on and off campus, and whether or not violation occurs at school or school sponsored activity. Summer vacation is not part of this policy.

## **Absence from School on Day of Activity**

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

## **Travel**

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of

transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Cross-References:

PRESS 6:190, *Extracurricular and Co-Curricular Activities*

PRESS 6:190-AP, *Eligibility for Participation in Extracurricular Activities*

PRESS 7:240, *Conduct Code for Participants in Extracurricular Activities*

PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

## **9.20 - Attendance at School-Sponsored Dances**

### Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as 19 years of age or less.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, posses, distribute, purchase, or sell tobacco materials.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.
3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon.
5. Vandalize or steal;
6. Haze other students;
7. Behave in a manner that is detrimental to the good of the school; or
8. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Cross-References:

PRESS 6:190, *Extracurricular and Co-Curricular Activities*

PRESS 7:240-AP1, *Code of Conduct for Extracurricular Activities*

## **9.30 - Student Athlete Concussions and Head Injuries**

### Student Athlete Concussions and Head Injuries <sup>1</sup>

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

#### Cross-References:

PRESS 7:305, *Student Athlete Concussions and Head Injuries*

---

<sup>1</sup> The following statements must also be added to the school's agreement to participate in athletics form:

**For students:** "I acknowledge having received and read a copy of Board policy 7:305, *Student Athlete Concussions and Head Injuries*."

**For parents/guardians:** "I acknowledge having received a copy of Board policy 7:305, *Student Athlete Concussions and Head Injuries* and the attached Concussions Information sheet."

Copies of the Board policy and Concussion Information Sheet should be obtained from your district's board policy manual.





## **10.10 – Education of Children with Disabilities**

### **Education of Children with Disabilities**

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. 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” (ISBE form 34-57J) may be obtained from the school district office.

Cross Reference:

PRESS 6:120, *Education of Children with Disabilities*

## **10.20 – Discipline of Students with Disabilities**

### Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Cross Reference:

PRESS 7:230, *Misconduct by Students with Disabilities*

## **10.30 – Exemption from PE Requirement**

### **Exemption from Physical Education Requirement**

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

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

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

Cross Reference:

PRESS 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions*

## **10.40 – Certificate of High School Completion**

### **Certificate of High School Completion**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

#### **Cross Reference:**

PRESS 6:300, *Graduation Requirements*

## **10.50 –Access to Classroom for Special Education Observation or Evaluation**

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

Cross Reference:

PRESS 6:120, *Education of Children with Disabilities*

PRESS 6:120-AP2,E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

## **11.10 - Student Privacy Protections**

### Student Privacy Protections

#### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

#### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

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

#### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Cross-References:

*PRESS 7:15, Student and Family Privacy Rights*

*PRESS 7:15-E, Notification to Parents of Family Privacy Rights*

## **11.20 - Student Records**

### **Student Records**

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

The school and district routinely discloses “directory” type information without consent. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parents'/guardians' names, addresses, email addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear 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; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. 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; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue.  
SW Washington, D.C. 20202-4605

Cross-References:  
PRESS 7:340, *Student Records*

## **11.21 Student Records Specified and Defined**

### **STUDENT RECORDS**

School Student Record means any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored.

**Student Permanent Record** – means and shall consist of the following: Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents; Academic Transcript including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations, scores from PSAE, and the unique student identifier used with the Illinois State Board of Education's Student Information System (SIS); Attendance record; Accident reports and health record; Record of release of permanent record information; and Scores received on all State assessment tests administered at the high school level (grades 9 – 12). The permanent record may also include: Honors and awards received; and Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student permanent record.

The School Records Custodian shall maintain Student Permanent Records and information contained therein for not less than 60 years after the student has graduated, transferred, or otherwise permanently withdrawn from school.

**Student Temporary Record** – means all information not required to be in the student permanent record and shall consist of the following: A record of release of temporary record information; Scores received on the State assessment tests administered in the elementary grade levels kindergarten through grade 8; Information regarding serious infractions (those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction; Information provided under the Abused and Neglected Child Reporting Act. The temporary record may also include: Family background information; Intelligence test scores, group and individual; Aptitude test scores; Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews; elementary and secondary achievement level test results; Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations; Honors and awards received; Teacher anecdotal records; Other disciplinary information; Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals; Any verified reports or information from non-educational persons, agencies or organizations; and Other verified information of clear relevance to the education of the student.

The School Records Custodian shall maintain Student Temporary Records for not less than 5 years after the student has transferred, graduated, or otherwise withdrawn from school.

Before any school student record is destroyed or information deleted the parent shall be given reasonable prior notice at his or her last known address in accordance with regulation adopted by the State Board, to copy the record and information proposed to be destroyed or deleted.

**Directory Information** – Information that may be designated as directory information shall be limited to: 1) Identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses; 2) Academic awards, degrees, and honors; 3) Information in relation to school-sponsored activities, organizations, and athletics; 4) Major field of study; 5) Period of attendance in school. Directory Information may be released to the general public, unless a parent requests that any or all such information not be released on his/her child. Upon registration at school and prior to the release of directory information parents will be notified and have the opportunity to prevent dissemination of this information.

**Access to Student Information** – No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated except as follows: 1) To a parent or student or person specifically designated as a representative by a parent; 2) To an employee or official of the school or District or State Board with educational and/or administrative interest in the student; 3) To the official records custodian of another school in which the student has enrolled, or intends to enroll upon the request of such official or student; 4) To any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records; 5) Pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order with the details of the order and the opportunity to inspect and copy the school student records and to challenge their contents; 6) To any person as specifically required by State or federal law; 6.5) To juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. For purposes of this Section "juvenile authorities" means: (i) a judge of the circuit court and members of the staff of the court designated by the judge; (ii) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (iii) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (iv) any individual, public or private agency having custody of the child pursuant to court order; (v) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (vi) any potential placement provider when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement; (vii) law enforcement officers and prosecutors; (viii) adult and juvenile prisoner review boards; (ix) authorized military personnel; (x) individuals authorized by court; (7) Subject to regulations of the State Board, in connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; (See Emergency below); (8) To any person, with the prior specific dated written consent of the parent designating the person to whom the records may be released, provided that at the time any such consent is requested or obtained, the parent shall be advised in writing that he has the right to inspect and copy such records, to challenge their contents, and to limit any such consent to designated records or designated

portions of the information contained therein; (9) To a governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the compulsory student attendance laws of this State, provided that the records are released to the employee or agent designated by the agency; (10) To those SHOCAP committee members (**Serious Habitual Offender Comprehensive Action Program**) who fall within the meaning of "state and local officials and authorities", as those terms are used within the meaning of the federal Family Educational Rights and Privacy Act, for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources, but only to the extent that the release, transfer, disclosure, or dissemination is consistent with the Family Educational Rights and Privacy Act; or (11) To the Department of Healthcare and Family Services in furtherance of the requirements of the School Breakfast and Lunch Program Act.

Whenever access to any person is granted to school student records, at the option of either the parent or the school a qualified professional, who may be a psychologist, counselor or other advisor, and who may be an employee of the school or employed by the parent, may be present to interpret the information contained in the student temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by the school.

A parent's or student's request to inspect and copy records, or to allow a specifically designated representative to inspect and copy records, shall be made in writing and directed to the Superintendent or his designee, and must be granted within a reasonable time, and in no case later than 15 school days after the date of receipt of such request by the official records custodian.

The school may charge its reasonable costs for the copying of school student records, not to exceed \$.35 per page for copying information in the student's records. No individual, however, shall be precluded from copying information because of financial hardship.

Nothing contained in this section shall make available to a parent or student confidential letters and statements of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition, provided such letters and statements are not used for purposes other than those for which they were specifically intended, and (1) were placed in a school student record prior to January 1, 1975; or (2) the student has waived access thereto after being advised of his right to obtain upon request the names of all such persons making such confidential recommendations. The school shall continue to preserve the confidentiality of communications which are protected under law as privileged or confidential and communications by the student or parent/guardian made in confidence to school personnel.

**Emergency Release of Information** - a) Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of the release, the person, agency, or organization receiving the information, and the purpose of the release. b) Factors to be considered in determining whether records should be released pursuant to this paragraph include: 1) The seriousness of the threat to the health or safety of the student or other persons; 2) The need for such records to meet the emergency; 3) Whether the persons to

whom such records are released are in a position to deal with the emergency; 4) The extent to which time is of the essence in dealing with the emergency.

**Who Has Access to Student School Records** - A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all school student permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his or her school student permanent record. No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986, as amended, shall have any right of access to, or inspection of, the school records of that student. If a school's principal or person with like responsibilities or his designee has knowledge of such order of protection, the school shall prohibit access or inspection of the student's school records by such person. "Parent" means a person who is the natural parent of the student or other person who has the primary responsibility for the care and upbringing of the student. All rights and privileges accorded to a parent under this Act shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. The student may also exercise such rights and privileges at any time with respect to the student's permanent school record.

**Record of Release of Records** - A record of any release of information pursuant to this section must be made and kept as a part of the school student record and subject to the access granted parent/guardian and student. Such record of release shall be maintained for the life of the school student records and shall be available only to the parent and the official records custodian. Each record of release shall also include: (1) The nature and substance of the information released; (2) The name and signature of the official records custodian releasing such information; (3) The name of the person requesting such information, the capacity in which such a request has been made, and the purpose of such request; (4) The date of the release; and (5) A copy of any consent to such release.

**Right to Inspect and Challenge Student School Records** – Parents, substitute, and Eligible student shall have the right to inspect, copy, and challenge any entry in the school student records except for academic grades. If the challenge is made at the time the student's school records are being forwarded to another school to which the student is transferring, then parents shall not have the right to challenge references to those records to expulsions or out-of-school suspensions.

Challenges to any other entry in the school student records can be made on the basis of: 1) accuracy; 2) relevance; or 3) propriety. The request for a hearing shall be submitted in writing to the Superintendent and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.

Procedure for parents to challenge the contents of student records: 1) An initial informal conference with the parents and Principal shall take place within 15 school days of the receipt of the request for a hearing; 2) If the challenge is not resolved by the informal conference; A) A hearing officer, usually the Superintendent, shall be appointed; B) The Hearing Officer shall conduct a hearing no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The Superintendent shall notify parents and school officials of the time and place of the hearing; C) At the hearing each party shall have: 1)

The right to present evidence and to call witnesses; (2) The right to cross-examine witnesses; (3) The right to counsel; (4) The right to a written statement of any decision and the reasons therefore; D) A verbatim record of the hearing shall be made by a tape recorder or court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal. E) The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parents and the school district. It shall be based solely on the information presented at the hearing and shall be one of the following i) To retain the challenged contents of the student record; ii) To remove the challenged contents of the student record; or iii) To change, clarify or add to the challenged contents of the student record.

Any party shall have the right to appeal the decision of the local hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. Upon receipt of such documents, the Regional Superintendent shall examine the documents and record to determine whether the school district's proposed action in regard to the student's record is in compliance with the Act and this Part, make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Regional Superintendent should seek advice from special education personnel: 1) who were not authors of the entry, and 2) whose special education skills are relevant to the subject(s) of the entry in question.

The school shall be responsible for implementing the decision of the Regional Superintendent. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

No person may condition the granting or withholding of any right, privilege or benefit 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.

Except as otherwise provided by law, the records of a student shall be transferred by the records custodian of a school to another school in which the student has enrolled or intends to enroll upon the request of the records custodian of the other school or the student, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. This service shall be deemed conclusive, and ten calendar days after this service, if the parents make no objection, the records may be transferred to the requesting school. Biometric information collected pursuant to a district's policy, if any, shall not be transferred to another school district and shall be destroyed.

The student who is planning to change school districts or his/her parent shall be provided a Student Transfer Form (ISBE 33-78) to verify whether or not the student is in 'good standing' and all medical records are up to date and complete. A copy of this form will also be forwarded to the new school with the transferring student's records.

## **11.30 - Student Biometric Information**

### Student Biometric Information

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

#### Cross-References:

PRESS 7:340, *Student Records*

## **11.40 - Military Recruiters & Institutions of Higher Learning [HS]**

### Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

#### Cross-References:

PRESS 7:340-AP, *Student Records*

## **12.10 - Teacher Qualifications**

### Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Cross-References:

PRESS 5:190, *Teacher Qualifications*

PRESS 5:190-E1, *Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications*

## **12.20 - Standardized Testing**

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades 9, 10, and 11 will take standardized tests on Explore for 9<sup>th</sup> Grade in April; PLAN for 10<sup>th</sup> Grade in April; ASVAB for 11<sup>th</sup> Grade in October; PSAE for 11<sup>th</sup> Grade in April. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students 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 exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### **Cross-Reference:**

PRESS 6:340, *Student Testing and Assessment Programs*

## **12.30 - Homeless Child's Right to Education**

### **Homeless Child's Right to Education**

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

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

Educational organizations and schools:

\_\_\_\_\_ **Oblong CUSD #4** \_\_\_\_\_

Food bank and meal programs:

\_\_\_\_\_ **Oblong Food Pantry** \_\_\_\_\_

Local service organizations (Goodwill, Salvation Army, etc.):

\_\_\_\_\_ **Lydia's Closet- Oblong** \_\_\_\_\_

Family shelters:

\_\_\_\_\_

Medical services:

\_\_\_\_\_ **Department of Public Health** \_\_\_\_\_

Other support:

\_\_\_\_\_

Cross-References:

PRESS 6:140, *Education of Homeless Children*

PRESS 6:140-AP, *Education of Homeless Children*

## **12.40 - Sex Education Instruction**

### **Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

#### **Cross-References:**

PRESS 6:60-AP, *Comprehensive Health Education Program*

PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

## **12.40 E1 - Notice to Parents on Sex Education Instruction**

Exhibit – Notice to Parents/Guardians of Students Enrolled in C.R.A.D.L.E. and Get R.E.A.L. classes:

\

Dear Parents and Guardians:

Starting on Monday, February \_\_\_\_ and continuing on school days through Tuesday, March \_\_\_\_ , \_\_\_\_\_ the Crawford County Education Group will conduct instructional sessions for Get R.E.A.L. (Get Responsible Education for Adult Living which is the High School Curriculum for C.R.A.D.L.E.) during your child's P.E., Study Hall, RtI, or Health time. This program has been approved by the Unit #4 Board of Education. A copy of the curriculum and a list of instructors are in the High School Office and available for your viewing.

If you have any questions regarding this program please contact Oblong High School at 592-4235. Selected members of the Get R.E.A.L. and C.R.A.D.L.E. staff are available to contact you to give a short presentation and/or to answer questions.

If you DO NOT want your child to participate in these classes, please fill out the form below and return it to the Principal. Your child will receive alternative assignments to complete during this time. If we do not receive a completed form from you, we will understand that you approve of your child's participation in the Get R.E.A.L. Program.

Sincerely

Jeff Patchett,  
Principal

My Child, \_\_\_\_\_ does **NOT** have my permission to participate in the Crawford County Get R.E.A.L. Education program.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian Signature and Date** (Original signature required. Sorry, no telephone, email, or facsimile exemptions accepted)

For your information, all classes that teach sex education emphasize that abstinence from sexual activity is the expected norm. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

## **12.41 – Class Materials and Waiver**

### **Request to Examine Instructional Material**

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the following statement and return it to your child's classroom teacher within 5 days.

### **Class Attendance Waiver Request**

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, please complete the class attendance waiver below or the one in the notification letter and return it to the Office or to your child's classroom teacher before the first day of instruction.

#### **I request that the District waive the class attendance of my child in a class or courses on:**

CRADLE, Get REAL and instruction on the prevention, transmission, and spread of AIDS, instruction on sexually transmitted diseases, recognizing and avoiding sexual abuse, and instruction on donor programs for organ/tissue, blood donor, and transplantation.

Student Name (please print) \_\_\_\_\_

Parent/Guardian (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **References:**

PRESS 6:60-AP, *Comprehensive Health Education Program*

PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

## **12.50 - Parent Involvement Compact (Title 1)**

### Parental Involvement (Title 1)

## **SCHOOL – PARENT – STUDENT COMPACT**

In order for students to reach their potential, the school, parents and the students themselves must be invested in the process. This compact outlines the shared responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help students achieve the State's high standards.

#### **OBLONG HIGH SCHOOL SHALL BE RESPONSIBLE TO PROVIDE:**

- High quality curriculum and instruction
- Safe and supportive learning environment
- Assessment of learning –assessments that measure learning against State Standards
- Highly qualified teachers and ongoing staff development
- Access to current and advanced technology
- Reports from classroom teachers to parents on their student's progress

#### **PARENTS SHALL BE RESPONSIBLE TO SUPPORT LEARNING BY:**

- Ensuring their student attends school regularly, is well-rested, and ready to learn
- Promoting the value of learning, support and monitor homework completion
- Attending conferences, school functions and participating in parent meetings.
- Supporting the discipline policies and procedures of the school and teaching students to accept responsibility for their actions

#### **STUDENTS SHALL BE RESPONSIBLE FOR:**

- Recognizing that school and schoolwork is important and requires effort
- Completing homework and projects
- Arriving at school each day on time, ready to learn
- Being respectful to others and responsible learners
- Asking for help when needed
- Setting personal goals for the future
- Following the discipline policies, procedures and dress code of the school and assuming responsibility for ones actions

We have reviewed and given input to the provisions of this **School-Parent-Student Compact**.

We agree to the provisions of this **School-Parent-Student Compact**.

**Student Name** \_\_\_\_\_

**Grade** \_\_\_\_\_

**Principal Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **12.60 - English Language Learners**

### English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact Guidance Counselor at Oblong High School, or Special Education Coordinator at Oblong Elementary School.

#### Cross Reference:

6:160, *English Language Learners*

## **12.70 - School Visitation Rights**

### School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

#### Cross-Reference:

PRESS 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*

PRESS 8:95-E2, *Verification of School Visitation*

## **12.80 - Pesticide Application Notice**

### Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Principal, Oblong High School  
700 S. Range St  
Oblong, IL 62449  
Telephone 618-592-4235

Superintendent, Oblong CUSD #4  
P. O. Box 40  
Oblong, IL 62449  
Telephone 618-592-3933

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

#### Cross-Reference:

PRESS 4:160-AP, *Environmental Quality of Buildings and Grounds*

## **12.90 - Mandated Reporter**

### **Mandated Reporters**

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.

### **Hot Line 1-800-422-4453**

#### **Cross Reference:**

PRESS 5:90, *Abused and Neglected Child Reporting*

## **12.100 - Unsafe School - Transfer**

### Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent /guardian may request a transfer to another public school within the district.

#### Cross-References:

PRESS 4:170, *Safety*

## **12.110 - Sex Offender Notification Law**

### Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

#### Cross-References:

PRESS 4:170-AP2, *Criminal Offender Notification Laws*

## **12.120 - Violent Offender Community Notification**

### **Violent Offender Community Notification**

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

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Cross Reference:

PRESS 4:170-E6, *Informing Parents About Offender Community Notification Laws*