



**OAKWOOD  
HIGH SCHOOL**

**STUDENT HANDBOOK 2023-24**

**Home of the Comets**

Oakwood High School  
5870 U.S. Route 150  
Fithian, IL 61844

Erin Smith  
Principal

*This book belongs to:*

***Hallway Passport***

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Semester: \_\_\_\_\_

Date	Time Out/In	Destination	Teacher

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Codes for    G = Guidance       L = Locker       LR = Library/Resource  
Destination: N = Nurse       O = Office       R = Restroom

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# CLASS SCHEDULES

## 2023 – 2024

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### **Regular Daily Class Schedule 2:54 p.m.**

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Homeroom .....	8:05-8:35
First Hour .....	8:39-9:25
Second Hour .....	9:29-10:15
Third Hour .....	10:19-11:05
Fourth Hour .....	11:09-11:55
5A Class .....	11:59-12:45
5A Lunch .....	11:55-12:25
5B Class .....	12:29-1:15
5B Lunch .....	12:45-1:15
Sixth Hour .....	1:19-2:04
Seventh Hour .....	2:08-2:54

### **Early Dismissal Class Schedule (1:40 p.m.)**

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Homeroom .....	7:55-8:20
First Hour .....	8:22-9:01
Second Hour .....	9:03-9:42
Third Hour .....	9:44-10:23
Fourth Hour .....	10:25-11:04
5A Class .....	11:06-11:45
5A Lunch .....	11:06-11:36
5B Class .....	11:38-12:17
5B Lunch .....	11:47-12:17
Sixth Hour .....	12:19-12:58
Seventh .....	1:00-1:40

### **Half-Day Workshop Early Dismissal Class Schedule (11:30 a.m.)**

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Homeroom .....	8:05-8:14
1st Hour .....	8:17-8:42
2nd Hour .....	8:45-9:10
3rd Hour .....	9:13-9:38
4th Hour .....	9:41-10:06
5th Hour .....	10:09-10:34
6th Hour .....	10:37-11:02
7th Hour .....	11:05-11:30

## CHAPTER 1 – GENERAL SCHOOL INFORMATION

### **Oakwood CUSD #76 Mission Statement**

A whole community investing in the whole child.

### **Oakwood CUSD #76 Vision Statement**

To be the school district of choice that engages, inspires and values the whole student.

### **Oakwood CUSD #76 Slogan**

Whole Community~Whole Child  
Invests.....Educates.....Impacts

### **Oakwood CUSD 76 Core Values**

- Achieves **knowledge** through innovative learning.
- Acts with **integrity** towards all in an honest and ethical manner.
- Models **respect** in our everyday relationships with each other.
- Sets high expectations for academic success and provides students with the skills to **achieve** career and college readiness.
- Values **teamwork** and collaboration between school and community; staff and students; and all stakeholders.
- Enriches the **community** through a unified campus.

**OHS School Colors** -- Purple and White

**OHS Nickname** -- Comets

**OHS School Song**

(Sung to the tune of *The Notre Dame Victory March*)

Cheer, cheer for old Oakwood's fame  
Wake up the echoes cheering her name  
Send the volley cheer on high  
Shake down the thunder from the sky  
What though the odds be great or small  
Old Oakwood High will win over all  
while her loyal sons are marching  
Onward to victory.

Repeat



### **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.oakwood76.org](http://www.oakwood76.org), or at the Board office, located at:

12190 U.S. Route 150  
Oakwood IL, 61858

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

Randy Smith, President	Hanea Hicks
Brenda Ludwig, Vice-President	Mark Janesky
Erik Plotner, Secretary	Bob Linn
Clay Woodard	

Regular meetings will be held on the first Wednesday after the third Monday of each month at 5:30 p.m. at the Unit Office building at 12190 U.S. Route 150, Oakwood unless otherwise notified.

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

Larry Maynard, Superintendent  
Erin Smith, Principal  
Zach Steele, Assistant Principal and Athletic Director  
Stephanie Marsh, Counselor

Oakwood High School is located and may be contacted at:

5870 U.S. Route 150  
Fithian IL, 61844

### **Student Complaints and Grievances**

Students have both the right and the responsibility to express school-related concerns and grievances to the administration. For the discussion and consideration of a grievance any student or group of students must

- Request a meeting time and place of the building Principal.
- One faculty member of the student's choice may be present at such a meeting.
- The time and place will be designated upon request.
- The building Principal will reply to the concern or grievance within ten school days after the meeting.

- The decision of the administrator may be appealed to the Board of Education.
- A written request must be submitted for a hearing before the Board of Education, addressed to the Office of the Superintendent.
- The request must be received ten days prior to any regularly scheduled board meeting.
- The decision may be appealed in writing to the Regional Superintendent of Schools if no satisfaction is received from the local school board. If the decision of the Regional Superintendent is not satisfactory, then a written appeal can be made to the State Superintendent of Education.

### **Teacher Conference**

Each teacher is available to meet with students and parents before and after school to discuss academic progress. If a conference is desired, an appointment should be made through the office at least 24 hours in advance.

### **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 him 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.

Deliveries of flowers and gifts to students will not be permitted during school hours.

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

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

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact the superintendent.

### **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.

### **Integrated Pest Management Program**

In each Oakwood CUSD #76 school building, the building Principal (or his/her designee) is responsible for overseeing pest management practices and associated record keeping.

Parents and guardians of students or employees may register to receive written notification prior to application of pesticides to school property. Parents, guardians, or employees who register with the Principal will be sent written notification at least two business days before application of a pesticide and it will indicate intended date of application as well as the name and telephone number of personnel responsible for the pesticide application. Prior written notice shall not be required if there is an imminent threat to health or property.

Pesticides which are not subject to this notification requirement include:

- a) Antimicrobial agents such as disinfectants, sanitizers, or deodorizers, or
- b) Insecticide baits and rodenticide baits. Oakwood CUSD #76 will limit pest management practices to (a) and (b) above unless these practices are ineffective.

### **Asbestos Management Plan Availability**

Asbestos containing building materials (ACBM) are present in our schools.

In accordance with the Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner have completed a review of the locations, quantities, and friability of the

asbestos containing materials and have prepared an assessment and response action plan to reduce exposure to asbestos fibers.

Copies of the Asbestos Management Plan for our schools, which includes the inspection report, are located in both the Principal's office and Superintendent's office.

The plan is available for the public for inspection without cost or restriction within five days after receiving a written request for inspection. Hours of availability and a copy of the form "Request for Inspection of Management Plan" will be provided upon request.

Should a request be made for a copy of the report, the school district is allowed to charge a reasonable fee to make copies of the plan.

Any questions regarding the Asbestos Management Plan may be addressed to Superintendent of Schools.

### **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 be announced by 6 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. If there is a cancellation or an early dismissal, the school will send out an alert via the mass communication system to inform parents.

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

### **Video and Audio Monitoring System**

A video and/or audio monitoring system may be in use on school grounds and 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.

### **Counseling Services**

A school counselor and school social worker provide a comprehensive counseling program that attends to the personal/social, academic, and career preparation/college planning needs of all students. Services include group and individual counseling, academic support, crisis interventions, career and college planning, and student and family advocacy.

### **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.

### **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 (217) 354-2358.

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.

### **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 district nurse

### **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.

### **Employee Conduct Standards**

These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

## **CHAPTER 2 – ATTENDANCE, PROMOTION AND GRADUATION**

### **Attendance**

The word "attendance" at OHS is interpreted to include being present in assigned classes and being on time to assigned classes. We are convinced that regular attendance is of prime importance to the student for a good educational background. We urge you to develop the habit of regular and punctual attendance. It will help you now in your school work and later because college admission offices and future employers use attendance records to determine an applicant's dependability and good citizenship.

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

When excessive absences occur, a letter will be sent to the parents and the school nurse shall be so informed. The school nurse may contact and consult with the parents. Eight or more unconfirmed absences, for an entire day or from any one or more classes, during a grading period will result in a failing grade because of failure to participate.

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.

### **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, 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 mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal 48 hours in advance of the absence. Absences will be excused if the student is in "good standing." Good Standing students have less than 10% absences for the school year, are passing all classes, and no major discipline issues.

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 217-354-2358 before 9:30 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 call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the 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.

Confirmed absences do not count against a student's attendance.

Confirmed absences are excused absences that apply to the following situations:

- a. School sponsored activities that have been cleared before the absence.
- b. Excused absences verified by a physician or dentist.
- c. Death in the immediate family.
- d. Court summons or appearance verified by lawyer or court official.

### **Excessive Absences**

A doctor's note is required for three consecutive missed school days. After twelve absences a doctor's note is required for each subsequent absence. A doctor's note may not excuse absences for more than one calendar week. Failure to produce a doctor's note will result in an unexcused absence.

### **Tardiness**

#### ***Tardy Policy:***

- Students receive four minutes to exchange classes during the day. A student is on time to class if he/she is in the seat and ready for work when the bell rings.
- If you have been detained in the office or by a teacher, ask for a pass to class from the person that detained you before going to your next class. Students will not be admitted to class late without a pass.
- If you are late for class for any other reason than those previously stated, you are considered unexcused.

#### ***Tardy Discipline Policy:***

- Three (3) late passes to Homeroom may cause a student to lose his driving and riding permit in a privately-owned vehicle for 30 days.  
All students are expected to be in their assigned room and in their seat when the final bell rings to start the period. If a teacher detains a student, the teacher will write a pass to class for the student. The following is a list of consequences for tardiness per semester.

#### **Offense**

1st Tardy -- Warning

2nd Tardy -- Warning

3rd -- Detention

4th -- Detention, Parent Notification

5th -- Detention, Parent Notification

6th -- Detention, Parent Notification



#### 7th -- In-School Suspension

Any additional tardies beyond this point will result in an in-school suspension

\*Detentions will be for 45 minutes after school or a lunch detention.

Parents will be notified of any after school detentions.

Any student who does not show evidence of correcting his pattern of being chronically late will require further disciplinary action.

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

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

It is the responsibility of the student to see that all work missed is made up at the allotted time to him by each of his/her teachers, according to the policy below.

Grades will be withheld in cases where make up work has not been completed and will lead to a failing grade two weeks after the grading period ends if the situation is not corrected.

Students with incomplete grades will not be allowed to participate in graduation exercises.

#### ***Homework Not Turned in on Due Date***

When homework is not completed and turned in at the time specified by the teacher it is considered late and once it is turned in it will be graded for half credit. Late work is accepted until the end of the current unit or quarter as determined by the teacher.

#### ***Homework for Excused Absences***

Homework that is assigned while a student is absent and excused can be made up for full credit. This homework must be made up within the same number of days that the student was absent, and if it is not turned in by that time, then it will be subject to the same rules above.

#### ***Homework for Unexcused Absences and Suspensions***

All homework that is assigned while a student is on an unexcused absence or suspended is due upon return to school.

#### **Leaving During The School Day**

Never leave the school grounds during the school day without checking out with the administration or school nurse. If you fail to comply with this rule you will be considered truant.

1. Personal reasons will be considered unexcused.
2. Early dismissal slips will be granted to students who have medical or dental appointments. The student will be excused for no more than

one-half day (Exception would be verified by physician of time needed or out of town appointments, e.g., Chicago or Indianapolis).

3. Early dismissal notes will not be accepted after 8 a.m. Students may be granted an early dismissal if parents have telephoned the school requesting early dismissal for that particular day.

4. Please make every effort to avoid abusing the privilege of early dismissal.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **Grading**

Grades will be issued at the end of each nine-week period. The following grading system is used:

A – 100-90 -- indicates work of exceptionally fine quality.

B – 89-80 --represents better than average work.

C – 79-70 -- represents work that is of average quality.

D – 69-60 -- indicates work that is of poor quality.

I - indicates work is incomplete.

F – 59 and below -- indicates work that is not of acceptable quality.

R - refused offer to take final exam.

### **Digital Locker**

Parents have access to student information through the TeacherEase Digital Locker. To access information on this web-based portal, a parent must fill out an application form located on the Oakwood CUSD #76 website, complete it, and return it to the school. Please allow one week for account creation and notification.

### **Honor Rolls**

There is an Honor Roll for each class (Freshman, Sophomore, Junior, and Senior) with High Honors and Honors.

High Honors are earned by students with a grade point average of 3.65.

Honors are earned by students with a grade point average of 3.10.

A student may not have an F in any class to be eligible for the Honor Roll.

The grades submitted to the office on the first Thursday after the end of nine-week period, are the grades used for eligibility.

The list will be posted as soon as possible. The list is sent to the Commercial News.

### **Honor Society Published Qualifications**

*National Honor Society is required to publish its qualifications for possible applicants so that all students have the opportunity to know the requirements.*

Membership in the National Honor Society is based upon the excellence in four areas: Scholarship, Leadership, Service, and Character. The applicants must meet all four requirements. No one area is considered more important than another.

An applicant must have at least a 3.25 grade point average to meet the Scholarship requirement.

In order to fulfill the Leadership requirement, one must demonstrate leadership in classroom or organization work; demonstrate leadership in promoting school activities; successfully hold offices or positions of responsibility; and exemplify positive qualities and attitudes.

To meet the excellence in Service, one must be willing to render any service to the school and community when called upon; willing to do committee or staff work; and ready to show courtesy by assisting visitors, teachers, and students.

Character must be proven by meeting pledges and responsibilities to the school promptly; demonstrating the highest standards of honesty and reliability; cooperating with school regulations, and demonstrating concerns for others.

### **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.

### **Class Promotion Credit Requirement**

In compliance with the law not allowing “Social Promotions,” the Board of Education has adopted the following class promotion requirements based on the number of credits earned.

FRESHMEN	-	0-5.0
SOPHOMORE	-	5.25-10.50
JUNIOR	-	10.75-14.14.75
SENIOR	-	15.0 -

### **Student Transfers and Withdrawals**

Students who are leaving OHS for the reason of moving from the district or withdrawal should notify the office and the guidance counselor so that necessary arrangements can be made.

All textbooks should be turned into the office, fees must be paid, and locker cleaned out.

Students who are moving will want to make the necessary arrangements to have a transcript forwarded to the new school for enrollment purposes.

Students who desire to withdraw are required to pick up a withdrawal form from the office and have it completed and signed by an authorized parent or guardian.

Upon entering, you must present proof of residence and acceptable evidence such as a health card or signed written statement by the parent or guardian which indicates the student meets with school district and state compliance regarding immunization and physical examination.

Failure to comply or failure with intent to comply with the provisions of this policy shall result in temporary exclusion from entering school.

The building Principal may exclude any student from school who does not meet the state and/or local school board requirements of immunization and physical examination.

If a child is to be excluded from school for the above the stated reason, the parent or guardian will be notified of the action by certified mail.

Copies of the letter to the parents will be submitted to the school nurse and to the Superintendent.

The parent or guardian may request a hearing with regard to this matter.

School nurses of Oakwood CUSD #76 are not permitted to administer follow-up or initial immunization.

### **Physical Education**

The State of Illinois requires all students to take physical education. No student will be excused from classes in this subject unless a certificate signed by a physician is presented to the school office stating that the pupil is to be excused on a permanent basis.

When a pupil has been sick and out of school, a physician's note or a parent's note will be needed to be presented to the classroom teacher stating that the pupil is to be excused from the physical activities. Students in grades 9-12 will be required to dress for physical education class regardless of whether they participate or not. If a student forgets his clothes, he will receive a failing grade for that day. Boys and girls in the upper grades should acquire uniforms designated by the gym teacher. Parents and/or children should label personal P.E. equipment for identification.

### **Driver Education Program**

Oakwood High School students may be allowed to participate in the classroom phase of driver education if they meet the following requirements:

1. Receive a passing grade in eight (8) fully accredited courses the previous two semesters.
2. An exception to #2 would be on an individual basis and must be a health-related problem.

### **Credit for Proficiency, Non-District Experiences and Course Substitutions**

Correspondence courses will not be accepted for additional credit outside the following guidelines:

Credit for summer school and/or correspondence courses will be granted only if the course in which the student is enrolled is not offered at the high school, the course is taken to make-up for a course failed, or will meet early graduation requirements. If summer school or correspondence courses do not meet these criteria, the Administration must approve them before the high school will grant credit.

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.

6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned in a Vocational Academy.  
Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

### **Dual Credit Classes**

Dual Credit classes at Danville Area College (DACC) are available to juniors and seniors. These classes are used to enhance the curriculum at Oakwood High School, not replace it.

- Tuition and fees must be paid by the student.
- Juniors are allowed to take summer, online, or evening classes. Seniors are expected to take 4 classes at OHS and can then take two or more classes on DACC's Campus or online.
- If a student drops a dual enrollment class leaving them with less than 6 classes, they will receive a failing grade for the course.

### **Homebound and Hospital Instruction**

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

### **Early Graduation**

Students who are on track to graduate may petition to graduate after their 7<sup>th</sup> semester. Applications must be submitted to the principal prior to March 1 of the student's sixth semester.

The student and a parent will schedule a conference with the Principal and the counselor prior to March 1 of the student's sixth semester. At the conference the student should be prepared to justify his/her request to graduate early.

To graduate early, student must meet the following requirements:

1. Meet all State Requirements according to the School Code.
2. Meet all minimum requirements for graduation as specified by Illinois State Board of Education.
3. Complete all district course requirements
4. Pass an examination on the State Constitution, U.S. Constitution, and Flag Code.
5. Meet all District graduation requirements.
  - A. Twenty (22) credits are required.
  - B. Senior Social Studies which must include: one semester of psychology, at least nine weeks of consumer education, and sociology. Check student information bulletin.
  - C. English IV. Check student information bulletin.
6. All classes taken outside of the regular high school day to meet the requirements for "early graduation" must be approved by the administration.

Early graduates must consider the following:

1. All course work must be completed two weeks prior to the beginning of the eighth semester.
2. Early graduates will be identified as graduates and will not have the same privileges as students of OHS (e.g., participation in extracurricular activities, Prom, etc.).

### **Graduation Requirements**

High School Graduation Requirements

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

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements (22 credits) that are in addition to State graduation requirements
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. Participating in the State assessment required for graduation.
5. Each student must be enrolled in six fully credited subjects for credit each semester. During the sophomore year, a student must be enrolled in six fully credited subjects.

### **State Mandated Graduation Requirements**

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. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
4. Two years of science (1 credit of physical science or biology is required).
5. Three years of social studies;
  - a) 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,
  - b) one of Contemporary Social Studies, a course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
  - c) one of Senior Social Studies, with nine weeks of consumer education included
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.
7. One semester of health education
8. One quarter of driver education classroom.
9. Three semesters of physical education classes.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

### **Free Application for Federal Student Aid (FAFSA) Graduation Requirement**

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

- (1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.



(2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

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

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

### **Requirements for Graduation Ceremony Participation**

1. Must complete all requirements.
2. Must be enrolled in at least five classes at OHS during the student's senior year. \*Exceptions must be approved by the principal.\*
3. All course work provided by an institution aside from OHS must be completed one week prior to the graduation date.
4. Valedictorian and Salutatorian are determined at the completion of eight (8) semesters and at least four (4) semesters must be completed at OHS.

### **Suggested Minimum Entrance Requirements for All State Universities**

4 years of English (Emphasizing written and oral communications of literature)  
3 years of Social Studies (Emphasizing history and government)  
3 years of Mathematics (introductory through advanced algebra, geometry, trigonometry or fundamentals of computer programming)  
3 years of Science (laboratory science)  
2 years of electives (foreign language, music, or art)  
Students should refer to the Student Information Bulletin for more specific information.

## **CHAPTER 3 – STUDENT FEES AND MEAL COSTS**

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

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district 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 obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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 217-354-2358.

### **School Lunch Program**

Lunch is served every school day, except when there is an 11:30 a.m. or earlier dismissal. A student may bring a sack lunch from home or may purchase a school lunch.

Free or reduced-price meals are available for qualifying students. For an application, contact the building principal.

## **CHAPTER 4 – TRANSPORTATION AND PARKING**

### **Bus Transportation**

District bus routes vary in length from 25 miles to 42 miles each day. The total mileage runs as much as 120 miles per day per driver. We attempt to schedule students to their nearest point of residence.

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. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. 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.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.

7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something. 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:  
Transportation Director Darla Dicken, 217-354-4221.

### **Bus Conduct**

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### **Student Drivers and Parking**

In order to assure the school district that student drivers are in compliance with Illinois Statutes regarding automobile insurance, student drivers will be charged a fee and required to show proof of automobile insurance prior to issuance of a parking hang-tag. If student drivers do not provide such, driving privileges will be denied. Vehicles must be parked between the painted lines, 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 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.

Only members of immediate family are to ride with you to and from school. No other students should be transported in your car unless permission has been granted from school officials and parents.

Lots designated for staff 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, 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.

## **CHAPTER 5 – HEALTH AND SAFETY**

### **Illness or Injury Procedure**

In the event of an accident or serious illness of a pupil during the school day the school will:

- a. Notify the child's parents or other responsible person designated by the parents immediately.
- b. Provide emergency care until either the parents or medical authorities assume responsibility.
- c. If warranted, get the child to his home, to a hospital, or to a physician's office.
- d. If a child is to be sent home, his parents will be called to come for the child. No child will be sent home until a reliable person accepts the responsibility for the child.

The following ways will be used by Oakwood CUSD #76 schools to get injured or ill children to the hospital, doctor's office, or home:

1. Authorized ambulance service;
2. School personnel assigned to the job;
3. Parents pick up child.

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

All students are required to present appropriate proof of 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.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by the first day of school 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 have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization, the student must present, an immunization schedule and a statement of the medical reasons causing the delay by their first day of school. 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 by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

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

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. 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
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### **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 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 having their physician complete a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-

prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's physician. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

#### Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's physician has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine 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.

Medical cannabis cannot be stored on school property and school personnel are prohibited from administering or supervising the administration of medical cannabis. Students who are authorized medical cannabis users should be placed on a 504 Plan and school officials should obtain a copy of the student's medical cannabis user card and parent or guardian's medical cannabis caregiver card.

#### Undesignated Medications

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

#### Emergency Aid to Students

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



### **Safety Drill Procedures**

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

### **Communicable Disease**

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.

### **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. Infested children are prohibited from riding the bus to school to be checked for head lice.

## **CHAPTER 6 – DISCIPLINE AND CONDUCT**

### **General Building Conduct**

Students shall not arrive at school before 7:45 a.m. and classes begin at 8:05 a.m. and students are dismissed at 2:54 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.

### **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, bandanas, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. Pants must be worn at the waist.
- The length of shorts or skirts must be appropriate for the school environment. Shorts and skirts should reach the end of the fingertips. Tops should not expose the midriff and the straps must be at least 1 ½ inch in width.
- 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.

### **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 vapes, electronic cigarettes, or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Using, possessing, distributing, purchasing, or selling cannabis or any product containing THC. Students who are under the influence of an alcoholic beverages, cannabis, or THC are not permitted to attend school or school functions and are treated as though they had alcohol, cannabis, or THC in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance.
  - b. Any anabolic steroid unless it is being administered in accordance with a prescription from a physician or licensed practitioner.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a prescription from a physician or licensed practitioner.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance 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 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; (d) it is used during the passing period; or (e) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
- 6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- 8. 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. Plagiarism is defined as the presentation or submission of

another's work as your own. A passage is considered plagiarized if four or more consecutive words are copied without translating words, ideas, artworks, audio, video, computer programs, statistical data, or any other creative work, without proper attribution. Students who plagiarize will receive a zero on the assignment and will be required to redo the assignment. Some samples of plagiarism, include:

- a) Copying and pasting from the internet without attribution
  - b) Buying, stealing, or ghost-writing a paper
  - c) Using ideas or quotations from a source without citation
  - d) Paraphrasing an author too lightly
9. Engaging in fighting, 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, and bullying using a school computer or a school computer network or other comparable conduct.
  10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
  11. Engaging in teen dating violence.
  12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
  13. Entering school property or a school facility without proper authorization.
  14. 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.
  15. Being absent without a recognized excuse.
  16. Being involved with any public-school fraternity, sorority, or secret society.
  17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
  19. 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.

20. 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.
21. 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. Permanent removal from the classroom (any senior that is permanently removed from a class will not be allowed to leave during 7<sup>th</sup> hour),
6. Return of property or restitution for lost, stolen or damaged property.
7. In-school suspension.
8. After-school detention of up to 45 minutes,
9. Saturday School detention 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.)
10. Community service.
11. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
12. Suspension of bus riding privileges.
13. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
14. Expulsion from school and all school activities for a definite time period not to exceed two calendar years. An expelled student is prohibited from being on school grounds.
15. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
16. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons, gang activity, serious crimes or felonies, any other case for which reporting would be beneficial, 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 two 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.

### **Reciprocal Reporting Guidelines**

The Oakwood CUSD #76 shall provide the Sheriff's Department and juvenile officers all requested information that would be beneficial to them. (Examples: witness statements, pictures, items of evidence, etc.) Any information will be provided for any other law enforcement officials upon request.

The Sheriff's Department, juvenile officers, and the school Principal will verbally report to each other the following activities when committed by a student enrolled in the Principal's school:

1. All cases involving illegal or controlled substances
2. All cases involving weapons of any type
3. All cases involving gang activities
4. All cases involving a serious crime or felony
5. All other cases for which reporting may be beneficial

The juvenile probation department will provide the names of all students on probation. The terms of the students' probation will be given to the school official either verbally or in writing when the terms include conditions that could be violated while the students are attending school.

The Sheriff's Department will verbally report to the school officials the names of victims and perpetrators involved in incidents that occur out of school. The information will be provided on as needed basis, so the school can provide for the safety, security, and mental well-being of all students.

### **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.

## **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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

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

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for

purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.<sup>2</sup>

### **Lunch Rules**

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location.

### **School Lockers**

The school takes no responsibility for property taken from lockers. There is no need for students to open other student's lockers. Violations will be dealt with at the discretion of the administration. For your protection, the school requires that all lockers will be shut and locked.

### **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.

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

School officials must provide notification to the student and his or her parent or guardian that the school may not request or require a student

to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

The school must provide notification to the student and his or her parent or guardian that the school 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 make a factual determination.

### **Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, during the student's lunch period, and during the passing period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:<sup>2</sup>

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. The student’s parent/guardian will be notified
3. Third offense – The device will be confiscated. A detention will be assigned. The student’s parent/guardian will be notified. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
4. Fourth offense - The device will be confiscated. The student will be assigned a detention and must turn their device into the office for the next 20 school days. The student’s parent/guardian will be notified. The student will also face consequences for insubordination.
5. Fifth and subsequent offense – The device will be confiscated. The student will be assigned a detention and must turn their device into the office for the remainder of the school year. The student’s parent/guardian will be notified. The student will also face consequences for insubordination.

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.

## **CHAPTER 7 – INTERNET, TECHNOLOGY AND PUBLICATIONS**

### **Acceptable Use of Electronic Networks and Technology Resources for Students**

#### **Section 1. Purpose of Technology Use**

Oakwood Community Unit School District 76 provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

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## **Section 2. The Opportunities and Risks of Technology Use**

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate. The Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District.

In accordance with the Children's Internet Protection Act, the District installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties;
- The accuracy or suitability of any information that is retrieved through technology;
- Breaches of confidentiality;
- Defamatory material; or
- The consequences that may come from failure to follow policy and procedures governing the use of technology.

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## **Section 3. Privileges and Responsibilities**

The District's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the District reflect on the District; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for

their behavior and communications using the Districts computers and networks.

Student users of technology shall

- Use or access District technology only for educational purposes
- Comply with copyright laws and software licensing agreements
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.

Students may not use District technology including property issued under the 1:1 program for improper uses. These uses include, but are not limited to:

- Any and all illegal purposes;
- Any and all obscene or pornographic purposes, including, but not limited to, retrieving or viewing sexually explicit material;
- Any and all discriminatory purposes, including harassment and bullying of individuals based on race, gender, religion, sexual orientation, or disability, among others;
- Any and all purposes that would violate state, federal or international law, including
  - The Illinois School Student Records Act, which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores;
  - Copyright laws;
  - Cyberbullying laws; and
  - Sexting laws.
- Any use of profanity, obscenity, or language that is offensive or threatening;



- Reposting or forwarding personal communications without the author's prior consent;
- Reposting or forwarding of junk mail, chain letters, or inappropriate or offensive jokes;
- Destruction, alteration, disfigurement or unauthorized access of hardware, software, or firmware;
- Obtaining financial gain or Transacting any business or commercial activities;
- Plagiarizing (claiming another person's writings as your own);
- Political advocacy;
- Disrupting the use of others to any process, program or tool, including downloading or otherwise spreading computer viruses;
- Engaging in hacking of any kind, including, but not limited to, the illegal or unauthorized access;
- Allowing others to use Property issued under the program without authorization, including students whose access privileges have been suspended or revoked;
- Soliciting or distributing information with the intent to incite violence, cause personal harm, damage a person's character, or to harass another individual.
- Any and all other purposes that would violate the Student Code of Conduct.

**Internet Safety:**

Students must take steps to ensure their safety on the internet, including, but not limited to, the following rules:

- Students should never give out identifying information such as home address, school name, or telephone number to others on the Internet or by email, including in a public message such as chat room or newsgroups. If a person asks for such personal information, students must have approval of their parent or guardian before providing the information.
- Students should not post photographs of themselves in newsgroups or on websites that are available to the public.
- Students should not arrange a face-to-face meeting with someone they "meet" on the Internet or by email without parental/guardian permission. If a meeting is arranged, the meeting must be in a public place and the student's parent/guardian must attend.
- Student Users should not respond to messages that are suggestive, obscene, belligerent, threatening, or make a student user feel uncomfortable. If a student receives such a

message, he or she should provide a copy of the message to his or her parent or guardian immediately. If the message requires school action (e.g., bullying) the student's parent should provide a copy to the OHS principal.

The District recommends that parents/guardians read and follow the U.S Department of Justice Guidelines for Parents/Guardians on Internet Safety located at:

<https://www.justice.gov/criminal-ceos/children-internet-safety>

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#### **Section 4. Disciplinary Actions**

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

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#### **Section 5. No Expectation of Privacy**

The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

### **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 determined by the building principal.
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.  
 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.  
 The definition of "publication" includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other handheld devices).

## **CHAPTER 8 – 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, backpacks, 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.

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

### **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.

## **CHAPTER 9 – EXTRA-CURRICULAR AND ATHLETIC ACTIVITIES**

### **Requirements for Participation in Athletic Activities**

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

### **Illinois High School Association**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

### **Academic Eligibility**

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in any school-sponsored athletic events or extracurricular activities, a student must not appear on the weekly failing list. Students must be passing all classes each week. Passing a class is determined on a cumulative basis from the beginning of the semester through the date on which the check is made.

Students must pass five (5) classes, not including Drivers' Education, in the semester to be eligible for participation in the subsequent semester.

### **Absence from School on Day of Extracurricular or Athletic Activity**

A student must be in attendance a minimum of four hours on the day of any extracurricular or athletic activity in order to participate or attend that activity, unless approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a prearranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

### **Travel**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation, unless the coach allows parents to transport their child home.

- A. Only family members will be allowed to transport students.
- B. Students must be signed out at each event.
- C. If this process is violated, students will be required to ride the bus home for the remainder of the season.
- D. An alternate stop will be provided at the district office as appropriate.
- E. Guardians must be present at the district office when the bus arrives.
- F. If the guardian is not present, the bus will continue to the high school with the student.

All expectations will be communicated to the parents prior to the start of the season. These expectations will be approved by the Athletic Director.

### **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

**The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form (including vaping);
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff, school official, director, participant from another school, game/contest official or law enforcement officer; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a

student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Due Process Procedures**

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

**A.** Sanctions for violations other than drug and alcohol and nicotine will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:

- A specified period of time or percentage of events, competitions, or practices;
- The remainder of the season or for the next season; or
- The remainder of the student's school career.



**B.** Sanctions for alcohol and other drug violations, and felonies, or crimes against the school, will be based on the following:

**First violation**

- A suspension for the remainder of the season until the beginning of that season the following year. This penalty may be reduced if the student is enrolled in a drug or alcohol counseling program.

**Second violation**

- A permanent suspension from extra-curricular activities.

**C.** Sanctions for nicotine and vaping will be based on the following:

**First violation**

- A suspension for the remainder of the season.

**Second violation**

- A suspension for the remainder of the season until the beginning of that season the following year.

**Third violation**

- A permanent suspension from extra-curricular activities.

7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the superintendent or superintendent's designee.

All students remain subject to the School District's student discipline policy and the school's student/parent handbook.

**Participation is a Privilege, Not a Right**

Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

**Spectator Conducts (Games, Meetings, Events, Etc.)**

Any person may attend school-sponsored or related activities, functions and meetings, extra-curricular activities, and athletic events held upon grounds of Oakwood CUSD #76 schools to which the public is invited or by operation of law is entitled to attend.

Any student of Oakwood CUSD #76 may attend school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events held upon grounds or sponsored by Oakwood CUSD #76 schools that the student is otherwise entitled or permitted to attend. No person shall do any of the following acts while in attendance at school-sponsored or related activities, functions and meetings, extra-

curricular activities and athletic events held upon the grounds of or sponsored by Oakwood CUSD #76.

1. Do any act that is insulting or provoking in nature against any officials, employee or agent of the district.
2. Do any act, which cause personal injury or which is intended to cause personal injury or which the person knows or should know creates a substantial risk of injury to any person.
3. Do any act which causes damage to property or which is intended to cause damage to property or which the person knows or should know creates a substantial risk of damage to property of any person.
4. Do any act that is intended to disrupt the performance or continuance of any school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events.
5. Do any act that is intended to impede or disrupt the proper observance of or participation in any school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events.
6. Enter upon or remain in any area not reserved for spectators or persons otherwise in attendance at school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events or enter or remain in any area which serves as proper ingress or egress to any school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events.

### **Multisport Participation**

Coaches will determine which sports (if any) may be combined during a season. This opportunity will be available to all students interested in the predetermined sports.

### **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."

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

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.

All students are required to stay in the building. If a student walks out of the building, he/she will not be permitted to reenter.

Students must be picked up at the designated ending time of the dance. The school will not be responsible after that time.

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

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

## **CHAPTER 10 – SPECIAL EDUCATION**

### **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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. . It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

### **Discipline of Students with Disabilities**

#### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

#### **Discipline of Special Education Students**

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special

education students. 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.

### **Exemption from PE Requirement**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

### **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.

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

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.

## **CHAPTER 11 – STUDENT RECORDS AND PRIVACY**

### **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.

### **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school;

video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

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

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

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to have one or more scores received on college entrance examinations included on the student’s academic transcript.<sup>1</sup>**

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

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible

student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws.

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

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

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

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



information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**<sup>2</sup>

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

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is: U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

### **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.

### **Military Recruiters & 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.

## **CHAPTER 12 – PARENTAL RIGHT NOTIFICATIONS**

### **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.

### **Standardized Testing**

Students and parents/guardians should be aware that students will take standardized tests. 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;
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.

### **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.  
Oakwood CUSD#76 Homeless Liaison: Nicole Lapenas, OGS  
Principal, 354-4221

### **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.

### **English Learners**

The school offers opportunities for English 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 Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the superintendent..

### **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.

### **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.

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

### **Mandated Reporter**

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.

### **Unsafe School - Transfer**

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.

### **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.

### **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/>.

**Suicide and Crisis Lifeline: 988**



CRISIS TEXT LINE

TEST HELLO TO 741741  
TO SPEAK ANONYMOUSLY  
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