

# **OLYMPIA ELEMENTARY SCHOOLS**

## **DISTRICT NO. 16**

***Olympia North Elementary***  
***(309) 963-4514***

***Olympia South Elementary***  
***(217) 648-2302***

***Olympia West Elementary***  
***(309) 392-2671***



## **STUDENT-PARENT HANDBOOK**

### **2019-2020**

*Empower Learners to recognize and achieve personal growth for success.*

## **WELCOME**

### **Dear Parents and Students,**

This handbook is designed to give important information about Olympia Elementary Schools. The material in this book will be of assistance to students and parents alike. It should help students adjust to the life of the school and to all it should be a constant reminder of the elementary schools' general procedures. Please read the material carefully and keep it for reference throughout the year. Thank you so much for your commitment to school.

Sincerely,

Matt Hurley, Principal, Olympia North Elementary

Stacey Rogers, Principal, Olympia South Elementary

Lisa Castleman, Principal, Olympia West Elementary

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### **Absences**

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

### **Alcohol and Drugs**

No student shall possess, use, deliver, sell, transmit or attempt to possess, use, deliver, sell or transmit any alcoholic beverage, any non-prescribed or illegal drug, or any substance which the student believes or represents to be any of the foregoing including, but not limited to, a look alike. Nor shall any student be under the influence of or purport to be under the influence of any of the foregoing substances other than those prescribed by a licensed practitioner for medicinal purposes. Such students shall be subject to discipline, including suspension and/or expulsion.

### **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.

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.

### **Animals**

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.

### **Asbestos**

This is to notify you that Olympia Community Unit School District No. 16 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763 for each school facility in Olympia. Copies of the Management Plan inspections, response actions and abatement projects are available in the Administrative Office of the School District and in the Administrative Office of each School Building. These plans are available for your inspection during normal business hours of the office (Monday through Friday, 8:30 a.m. to 4:00 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact District Maintenance Office at 309-379-3003.

### Attendance

There are two types of absences: excused and unexcused. Excused absences include but are not limited to:

- illness
- observance of a religious holiday
- death in the immediate family
- family emergency
- situations beyond the control of the student
- circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
- as well as other reason as approved by the principal

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school sick line before 8:00 a.m. **Do not leave an attendance message on a teacher's voicemail.** 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 make contact with the parent/guardian of the student. If the parent ~~or~~ /guardian cannot be contacted, a signed note from the parent /guardian explaining the reason for the absence will be required. Failure to do so shall result in an unexcused absence.

Same day requests for student homework must be made before 8:30 AM. Teacher will accommodate if time allows.

### School Telephone Numbers

Toll Free Number for Olympia Schools – (866) OLY-6011  
Olympia North Elementary - (309) 963-4514  
Olympia South Elementary - (217) 648-2302  
Olympia West Elementary - (309) 392-2671

Students arriving or leaving during school hours **must be checked in and out of the office by a parent or parent designee.**

Students who have excused absences are expected to make up work and shall receive full credit for such work. It is required that make-up work be completed within the number of days equal in absence. It shall be the responsibility of the student to make arrangements for make-up work. Students who are tardy to school must report to the office for a tardy slip before reporting to their scheduled class. The principal may require a doctor's note for excessive absenteeism.

Excessive absences will result in the principal notifying the parent and the local Regional Office of Education in writing of the child's truancy. The principal may elect to work with local organizations, including but not limited to, the local police department and social services, to reduce the number of unexcused absences. Students who have been truant may be required to make up the schoolwork they missed.

PK students with excessive unexcused absences may be dropped from the program when there is a waiting list.

Parents may be notified by the school principal when a student's absences become excessive (more than 5% of the number of attendance days). The principal may require a doctor's note to excuse absences once the absences have become excessive.

Illinois law requires that whoever has custody or control of any child between six (by September 1st) 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.

### **Building Conduct**

Students shall arrive at school between 7:45-8:00 a.m. Students eating school breakfast may arrive at 7:30. Classes begin at 8:00 a.m. All students are dismissed at 2:25 p.m. Students are expected to conduct themselves by demonstrating the following behavior:

- Be respectful to all people, equipment and the school building itself.
- Be responsible for your work, belongings and your actions.
- Be caring and cooperative with classmates and all school staff.
- Be trustworthy.
- Be safe in everything you do.
- All behavior should be appropriate and follow building-wide expectations.

### **Bus Requests**

Parents who wish to have their child ride a bus route different from the one assigned should send a note to the principal and designate with whom and where their child is to be dropped. You may also call the school office with this information before 1:00 p.m. Do not leave a transportation message on a teacher's voicemail. Requests will be approved by the principal, if there is seating available on the bus. The school office will then issue a bus pass.

### **Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Bus stops will be updated on the Olympia Website following student registration to take into account any students that are new to the district or students that have moved away from the district.

Parents must, at the beginning of the school year, select the bus stop that is closest to their home, at which a student is to be picked up and 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. If a student needs a bus pass, please contact the school secretary and one will be issued, provided there is room on the bus for additional passengers.

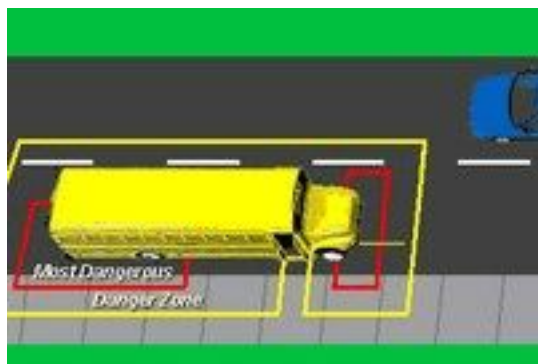
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. If a student is written a bus conduct report, the student's parents will be contacted by the building Principal to discuss the rules infraction.

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®, smart phones, 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.
7. Eating and drinking are not allowed on the bus.
8. 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.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. 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.
11. 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.
12. 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: Andrew Walsh (309)379-6011 x1111.

### **Bus Safety**

Each student has a right to a safe bus ride and the responsibility to follow the rules. The purpose of this section on bus safety is to encourage appropriate behavior by each bus rider for the safety and well-being of all bus riders. It is expected that each student will do a good job of following the bus rules once they know and understand each of the rules. The privilege of riding a school bus is extended to the students who follow the rules set down by the school. Should a child violate these rules and/or place in jeopardy the safety of others, his or her riding privileges may be restricted.

#### I. Bus Riding Rules

- A. Cooperate with the bus driver.
- B. Obey the instructions of the driver at all times.
- C. The bus driver is authorized to assign seats. Bus cameras will be used to ensure safety.
- D. Be courteous and use appropriate language. Treat others as you would want to be treated.
- E. Possession or use of alcohol, tobacco or controlled substances is prohibited.
- F. Eating, drinking, or chewing gum is prohibited.
- G. Stay seated. Keep head, hands, and feet inside the bus.
- H. Keep the bus clean and free from defacement or damage.
- I. Profane or obscene language is not acceptable.
- J. Personal phone calls and texting will be permitted as long as it does not serve as a distraction.
- K. Taking pictures &/or videos is prohibited while on the school bus.
- L. Listening to music and/or individual student electronic gaming may occur on the bus. If the gaming unit or listening device causes a disruption, it may be confiscated and discipline may result.
- M. School district is not responsible or liable for lost or stolen property.

For additional information refer to the separate pamphlet distributed by the bus driver.

#### II. Process for Handling Bus Riding Problems

To insure the safety of our students while riding the bus, it is imperative that the bus rules be followed closely. The rules will be posted on every bus and bus cameras will be used to monitor student behavior and ensure safety. The school bus driver is authorized to assign seats.

When inappropriate behavior occurs on the bus, the following procedures will be followed:

- A. On the first offense, the bus driver will issue a verbal warning to the student(s). This may be accompanied by contact with the students' parent/guardian.
- B. For further offenses, the bus driver will issue a Bus Conduct Report documenting the inappropriate behavior.
- C. The student will be informed that the conduct report is being issued and the driver will contact the parent/guardian to discuss the situation.
- D. The conduct report will be filed with the Transportation Director who will forward the report to the Building Principal.
- E. Upon receipt of the written report, the Building Principal or his/her designee will discuss the situation with the student and implement discipline as necessary. Appropriate consequences for inappropriate behavior include After School Detentions, Saturday School Detentions, Bus Suspension, In School Suspensions, Out of School Suspensions and/or Expulsion. When a Bus Suspension is necessary, the parent/guardian will be responsible for providing transportation for the student to and from school for the duration of the suspension.

Parents are encouraged to review these rules and practices with their children to highlight the importance of following the rules on the bus. We appreciate your support when a safety or discipline matter arises.

#### III. Bus and Bus Stop Procedures

In addition, the following procedures are to be practiced for the safety of everyone.

- A. Students are to treat the bus as they would their own furniture and possessions in their own home.

- B. Students are responsible for being on time at the designated bus stop and to know their bus schedule.
- C. Students are to stay off the road while waiting for the bus.
- D. Students are to remain standing at their designated bus stop until the bus has come to a complete stop. Only approach the bus after it has stopped.
- E. Students are not to ask the driver to stop at places other than the regular bus stop. Drivers are not permitted to do this, except by proper authorization from a school official. (Refer to #6 BUS REQUESTS.)
- F. Students shall observe safety precautions at the discharge point. Where it is necessary to cross the highway, students shall proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Students shall then wait for a signal from the bus driver permitting them to cross.
- G. Students shall be alert at all times to a danger signal from the driver.
- H. Students shall remain in the bus in the event of a road emergency until instructions are given by the driver.
- I. Students shall be absolutely quiet when approaching a railroad crossing.
- J. Students shall observe the same rules and regulations on other trips under school sponsorship as they do between home and school. Students shall respect the wishes of the bus driver and the chaperone appointed by the school.

### **Certified Birth Certificate**

In response to the Missing Children's Record Act (Illinois School Code 325) and Olympia School Board Policy 7:50, students are required to have a certified copy of their birth certificate on file at their residing school. Upon the failure of providing a certified birth certificate, the Building Principal shall immediately notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation.

### **Change of Emergency Information**

If your address, place of employment, telephone number, transportation arrangements, custodial arrangements, or emergency number changes during the year, please update the information in Skyward, our online information database. Otherwise, you may contact the office with the changes.

### **Early Dismissal or No School**

Severe weather may force school closings, late starts or early dismissals. You will receive a School-Reach message notifying you of any of these changes. Such changes in the school day will also be announced on the following Bloomington stations WJBC radio (1230 AM), WBWN radio (104.1 FM), WBNQ radio (101.5 FM), WGLT radio (89.1 FM or 103.3 FM), WMBD TV Channel 31, and WEEK TV Channel 25. In addition, please check the Olympia School District Website for up-to-date information ([www.olympia.org](http://www.olympia.org)). It is important to note on early dismissal days, the high/middle school students will dismiss 30 minutes earlier than elementary students.

### **Electronic Signaling Devices**

The personal use of electronic signaling devices (cell/**smart** phones, pagers, walkie talkies, digital cameras, digital recording devices, MP3 players, iPods, Zune, or other signaling devices) prohibited during the school day, unless they are being used for an educational purpose with teacher permission. Any technology with the capacity to **capture**, transmit, or store **images** are NOT to be used for inappropriate or illegal purposes (e.g. pornographic or drug related) on school property at any time. Pornography will not be tolerated at school in any form of media.

It is not a violation of school policy for a student to have a cell phone in his/her possession, however, while the student is in class, the cell phone must be turned off. Students may NOT make or receive **electronic communications (calls, texts, tweets, etc.)** on a cell/**smart** phone during class. The School district is not responsible, or liable for lost or stolen electronic devices.

School personnel has the right to confiscate all personal electronic devices that are not being used for educational purposes, with teacher permission during the school day. Students using electronic devices who disrupt the educational environment at school may receive disciplinary consequences ranging from a verbal warning to suspension/expulsion.

### **English Language Learners**

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

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

For questions related to this program or to express input in the school's English Language Learners program, contact the Special Education Coordinator at (309) 379-6011, extension 9054.

### **Erin's Law**

School districts in Illinois are required to implement a prevention - oriented child sexual abuse program that focuses on personal body safety. The law that requires this is called Erin's Law.

### **Field Trips**

Field trips are a privilege for students. Parents will be notified of all trips outside of the regular school program. 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.

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

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. 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 free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or



2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:<sup>2</sup>

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

### **Forms**

The forms listed below are available in each school office. Please contact the school office if you are in need of one or more of the forms listed. A new form must be completed each school year.

- I. Medical Disability from Physical Education – Excuses a student from physical activity when completed by a physician.
- II. Photo/Interview Parent Form – Needs to be completed if parent does not want student interviewed or photographed for newspaper, radio, television or our website
- III. School Medications Authorization – Must be on file for a student to receive prescription or non-prescription medication during school time.
- IV. Pesticide Application Notification Registry - Optional

### **Grades and Grading Procedures**

K-5th grade teachers utilize skill progression reports, which measures a student's ability on specific academic skills. Students will receive a 4, 3, 2, or 1 for all standards assessed as described in the skill progressions. It is important to note that these scores indicate a student's progress towards that individual skill and are not transferable to letter grades. The Essential Skills For Learning and Success (Collaboration, Perseverance, Responsibility, Self-Advocacy, Respect) are five skills that are more abstract in nature, yet crucial to a student's success. Those five skills will receive a mark that corresponds to "mostly," "sometimes" and "rarely."

**4-Advanced Skill Demonstration-** The student demonstrates a complete and in-depth mastery of the content and is able to apply the knowledge and skills to additional areas of learning.

**3-Skill Attainment-** The student demonstrates an understanding of content.

**2-Approaching Skill Attainment-** The student is beginning to demonstrate a basic understanding of the required skills and concepts.

**1-Beginning Skill Attainment-** The student does not demonstrate progress towards meeting the expectations of required content.

### **Health Care**

The primary function of the Health Clerk is to promote student health and safety and maintain student records under the direction of the District Nurse. If a student becomes ill or injured at school when the Health Clerk is not present, another school official will provide care. Please contact the Health Clerk at your child's school or the District Nurse anytime you have questions or concerns. This handbook is not intended to be all inclusive. Students will be excluded from school for any health condition that in the professional, clinical judgment of the District Nurse places that student or others in the school community at a health or safety risk.

#### *Accidents and Illness at School*

If a student becomes ill or is injured at school, he or she should report to the office and the parents will be called. Parents are asked to be sure that the school has a number where they can be reached in case of emergency. If there is to be an insurance claim, the parent should notify the school office. All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

Regular attendance at school is extremely important, but a student with a significant illness should not be in school. Sending a child to school with a significant illness may result in a delay in his/her recovery. Keeping ill children at home is also necessary to control the spread of the illness to other students.

An illness is considered significant if:

- A rash is present that has not been evaluated by a physician.
- Your child's temperature is 100.0 degrees or higher, or 1 to 2 degrees above the child's normal temperature. A child with such a fever should remain home for 24 hours after the temperature returns to normal (without the use of fever-reducing medicine).
- Your child vomits and continues to experience nausea and/or vomiting and/or diarrhea. A child with persistent vomiting/diarrhea should remain home for 24 hours after the symptoms stop.
- Your child complains of severe, persistent pain. The symptom should be referred to a physician for evaluation.
- Your child shows signs of upper respiratory infection (coughing, wheezing or other) serious enough to interfere with the child's ability to learn.
- There are signs of conjunctivitis ("pinkeye") with drainage/matter coming from one or both eyes, itching, and/or crusts on eyelids. The child should be evaluated by a physician.
- There are open sores that have not been evaluated by a physician.
- There are signs of infestation with lice (nits in the hair, itchy scalp) the child should be evaluated for treatment with a pediculide. Refer to head lice section for more information.

If you are not sure about whether to send your child to school, call the school nurse for consultation. Do not send the child to school for the nurse to make the decision without speaking to her first. If you are still in doubt, call or visit your child's physician.

The above guidelines will be used by the school officials in determining if an ill child should remain in school or be asked to be picked up by a parent. Students that return to school within 24 hours of a known fever or persistent vomiting will be monitored by school officials for returning symptoms.

School districts are not required to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian's health insurance company should be contacted for coverage. Additionally, the

State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for children and includes accident insurance. Information about the All Kids program can be found at <http://www.allkidscovered.com/>.

#### *Communicable Diseases*

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

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

#### *Head Lice*

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

- A. Parents are required to notify the school nurse or school office if they suspect their child has head lice.
- B. Infested students will be sent home following notification of the parent or guardian pursuant to School Board Policy 7:250-API.
- C. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
- D. 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 head lice.

#### *Student Medication*

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

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

#### *Self-Administration of Medication*

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

#### *Required Immunization, Health, Eye and Dental Examinations*

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning. Failure to comply with the above requirements by September 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by September 15, the student must present, by September 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

#### *Eye Examination*

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

#### *Dental Examination*

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

#### *Exemptions*

A student will be exempted from the above requirements for:

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

#### *Exclusions*

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning. Failure to comply with the above requirements by September 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization

regulations. If a medical reason prevents a student from receiving a required immunization by September 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

#### *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 school 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 specify whether the student will self-carry/self-administer diabetic testing supplies and insulin or if these medications will be kept in the nurse's office and administered with the help of an adult.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

#### *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.

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.

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

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

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

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

Assistance and support for homeless families includes:

- Educational organizations and schools
- Food bank and meal programs
- Local service organizations (Goodwill, Salvation Army, etc.)
- Family shelters
- Medical services
- Other support

### **Leaving School Grounds**

No student is to leave the school grounds during the school day without checking in the office first. If you wish your child to leave during the school day, the student must bring written parental permission to the office.

### **Lost and Found**

Students finding lost articles in the building or on the playground should take them to the office and/or Lost and Found where they can be claimed by the persons losing them. Anyone losing property should inquire at the office and/or the Lost and Found. Items remaining in the lost and found for three or more months during the year will be donated to a local charity. All items remaining in the lost and found at the end of the school year will be donated.

### **Mandated Reporting**

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.

### **News Information**

Important information will be announced via School Reach as soon as possible. The district website ([www.olympia.org](http://www.olympia.org)) will also display important news updates. You may also check the Olympia Review newspaper, your local school's monthly newsletter and classroom newsletters for announcements and information about your school. Please note: Olympia households with Danvers, Delavan, and Bloomington addresses do not receive the Olympia Review.

### **Parent Right to Know**

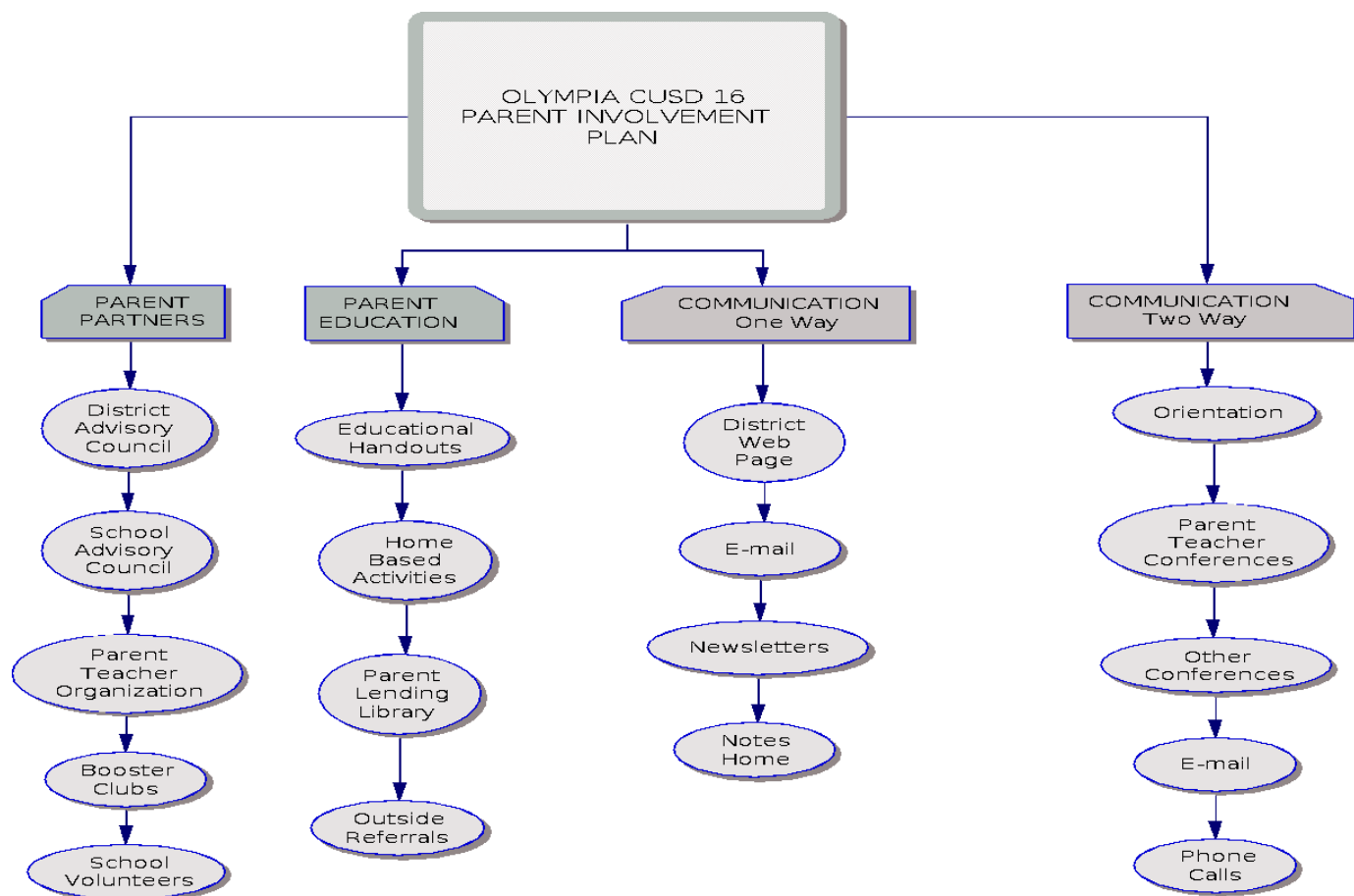
In accordance with the ESEA Section 1111(h)(6) PARENTS RIGHT-TO- KNOW, every parent of a student in a Title I school has the right to request information regarding the professional qualifications of their child's classroom teacher. You may request information regarding:

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

You will receive a response to your request for information within 10 working days. If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have questions, please feel free to contact your building principal.

### **Parental Involvement Plan**

In accordance with Board Policy 8:95 the flowchart represents the Olympia Parent Involvement Plan:



### **Pesticide Application Procedures**

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term “pesticide” includes insecticides, herbicides, rodenticides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

Olympia School District Unit # 16 has therefore established a registry of people who wish to be notified. If you wish to be included in this registry, please complete the *optional* form available at the school office. Submit it to the principal of the school the student is attending, with the principal forwarding a copy to Olympia School District Unit #16, 903 E. 800 North Road, Stanford, IL 61774. Any other questions you may have regarding the District’s pest management practices may also be directed to the Assistant Superintendent of Operations and Resources at 309-379.6011.

### **Phone**

The school phone may be used by students for emergencies only.

You may call any building within the Olympia district by calling the Auto Attendant number for your local school. Instructions and numbers are:

Dial the local auto attendant number for your local school. As prompted, press 1 to get the number for your requested building. Press the number of your requested building. If you are calling an individual in that building and know his/her 4-digit extension, you may enter that number at this time. Use the toll free number to reach any school if you live in an area where long distance charges apply.

Auto Attendant Numbers  
Olympia Toll Free Number – 309-OLY-6011  
Olympia Unit Office 309-379-2028  
Olympia North Elementary 309-963-5278  
Olympia South Elementary 217-648-5184  
Olympia West Elementary 309-392-2682  
Middle School 309-379-2143  
Olympia High School 309-379-2322

### **Photo/Interview Parent Form**

The Olympia School District is pleased to share our student successes, honors, achievements, and activities with our communities. We are interested in telling our story to a wide audience through newspapers, radio, television and our website. Throughout this school year, there may be times when your student is a part of this communication. If you have an objection to your child being interviewed or photographed, please request a photo/interview form from the school office.

### **Physical Education**

The state law requires every child to take part in physical education classes. We cannot excuse anyone from physical education attendance, but we can give a limited program to those under a doctor's advice. Any student released from participation in physical education beyond three days must complete the form available in each school office indicating the nature of the prolonged illness or injury and the anticipated return to full participation.

### **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### **Report Cards**

Student report cards will be made available for parents/guardians approximately one week following the conclusion of each grading period. Hard copies of report cards will be sent home with students. Parents/guardians can also see report cards by logging into Family Access from the Olympia homepage: [www.olympia.org](http://www.olympia.org) one week following the conclusion of each grading period. Hard copies of progress reports are sent to certain students at the mid-point of each grading period. Please contact school personnel when questions arise.

### **Respect for Equipment and Facilities**

Each student is expected to assume responsibility for the care of all school property. Students who damage property are responsible for paying the damages. Damage of a malicious nature will be considered a serious disciplinary matter.

### **School-Parent Compact**

#### **I. The school's responsibilities:**

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's student academic achievement standards by doing the following:

- A. Teach the objectives that are aligned with the Illinois Early Learning & Development (IELDS) Standard
- B. Use multiple resources to support instruction.
- C. Monitor student achievement frequently through multiple assessments.
- D. Provide interventions when needed in a timely manner.



- E. Provide enrichment when needed in a timely manner.
  - F. Provide a safe and effective learning environment.
  - G. Parent/Teacher conferences will be conducted on a regular basis and may be scheduled on different dates and times to accommodate various grade levels and attendance centers. Dates will be posted on the School Calendar.
  - H. Provide parents with reports regarding student progress on regular intervals but at least four times throughout the school year.
  - I. Provide parents with ongoing, reasonable access to staff, through one or more of the following:
    - 1. E-mail and other written communication
    - 2. Conferences upon request
    - 3. Phone calls
  - J. Provide parents ongoing opportunities to volunteer and participate in their student's class and to observe classroom activities by doing the following:
    - 1. Solicit parents to participate during instructional times
    - 2. Solicit parents to organize and participate in classroom parties and special family nights throughout the year
- II. The parent's responsibilities:  
Support their children's learning by:
- A. Monitor attendance
  - B. Participate in decisions relating to the education of their children
  - C. Positive use of extracurricular time
  - D. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the district and responding, as appropriate

### **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.

### **Selling and Distribution of Material**

The selling of all items or distribution of printed material must be pre-approved by the principal.

### **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.

Written notification will be provided to parents prior to any instructional material of this nature and permission slips will be returned prior to the class presentation.

## **Sexual Harassment Prohibited**

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

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

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

### *Teen Dating Violence Prohibited*

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

### *Making a Complaint; Enforcement*

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

## **Snacks and Treats**

Due to health concerns and scheduling, treats and snacks will only be arranged through the classroom teacher for special occasions. NO food will be permitted for birthday celebrations. Parents may choose to send non-food items to celebrate a student's birthday at school if they wish to.

## **Standardized Testing**

Students and parents/guardians should be aware that students in grades 3-5 will take standardized tests on designated dates during the school year. 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 all tests.

7. Encourage students to relax on testing day.

### **State Transportation Reimbursement for Safety Hazards**

If you live less than 1 and ½ miles from your school and you have to transport your child to school due to a serious safety hazard, you may be eligible for partial transportation reimbursement through the state. If you are interested in completing the form, please contact the Olympia Transportation Director at 309-379-6011.

### **Student Discipline**

#### *Prohibited Student Conduct*

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. 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.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are 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 firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones and similar 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
16. 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.
17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
18. 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.

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.

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.

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*

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school study or Saturday study provided the student's parent/guardian has been notified.

### *Corporal Punishment*

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

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

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

(1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### *Gang & Gang Activity*

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation

in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

*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 district and school goals.

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

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

*Bullying* includes cyber-bullying (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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, 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.

*\*School officials may request, or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.*

#### *Student Adjustment Period*

Reasons for keeping a student after regular school hours shall include, but not be limited to: continuous talking, violation of rules after a warning, repeated failure to do assigned work, tardiness. Students will be given twenty-four hour notice before serving a detention. They will be given a slip stating the reason, which the parent is to sign and the student is to return to the principal or teacher. The notice home will include a parent pick-up time. Parents are responsible for arranging transportation.

#### **Student with Disabilities Discipline Code**

Discipline -Gross Disobedience or Misconduct by Students with Disabilities Use of Behavioral Interventions with Students Having Disabilities

##### **I. Purpose**

It is the purpose of this policy to establish the process for Olympia School District # 16 to comply with relevant state and federal law on the use of behavioral interventions for students with disabilities.

Behavioral interventions shall be used with students to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The district will maintain a parent-teacher advisory committee to plan and annually review procedures for using behavioral interventions with children with disabilities. The school district will implement these procedures. This policy has been established after considering the State Board of Education's guidelines on the use of behavioral interventions.

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution. The district will implement behavioral interventions in a manner consistent with generally accepted professional practice.

Readers of this policy should keep in mind that a wide variety of student disabilities exist. Consideration was given to various ages and disabilities when developing this policy.

##### **II. Behavior Management**

A written behavior management plan should be developed by the IEP (Individualized Educational Plan) team for students with disabilities who have significant behavioral and/or emotional needs and for such students who require the repeated use of restrictive interventions. The plan should be included as part of the student's IEP.

The selection of intervention strategies for use with an individual student shall be based on information derived from an analysis of behavior. Prior to selection of an intervention, a continuum of possible interventions should be considered.

The least restrictive intervention that is reasonable, calculated to produce the desired outcome, should be selected. When a behavior management plan is part of the IEP changes to restrictive interventions should be made by convening the IEP team.

### III. Training and Professional Development

Special education teachers and related services personnel employed will provide this policy and procedures for behavioral interventions.

### IV. Procedures for Implementing Behavioral Intervention Policy

Provided below is a non-exhaustive list of behavioral interventions according to the four levels of restrictiveness: nonrestrictive, restrictive, highly restrictive, and prohibited.

#### A. Nonrestrictive Interventions

Interventions listed as nonrestrictive are preferred, when appropriate, because of the low risk of negative side effects and the high priority placed on positive behavior change rather than behavior control. These interventions may be used without the development of a written behavioral management plan or inclusion in the student's IEP. The use of positive and non-aversive interventions should be given the highest priority and should be directed at the development of positive student behaviors and skills. The following interventions are nonrestrictive and may be used by any teacher, support services provider, or administrator:

1. Allow student to complete adjusted task
2. Allow student to escape task
3. Calling/notifying parents
4. Contingency contracts
5. Contingent exercise\*
6. Detention
7. Differential reinforcement
8. Direct instruction
9. Environmental or activity modification
10. Extinction
11. Modeling
12. Peer involvement/mediation
13. Planned ignoring
14. Positive practice/over correction\*
15. Positive reinforcement (individual or group)
16. Prompting
17. Proximity control
18. Punishment writing\*
19. Redirecting student (physically)\*
20. Redirecting student (verbal or nonverbal      signal)
21. Response-cost
22. Restitutional over correction\*
23. Self-management
24. Shaping
25. Teaching alternative behaviors
26. Teaching self-reinforcement
27. Time-out (non-exclusionary-in class)\*
28. Time-out (exclusionary-out of class)\*
29. Token economy
30. Verbal feedback
31. Verbal reprimand

\*Depending upon the student's needs, IEP, etc., these interventions may be restrictive in nature. With extensive use, these interventions may also become restrictive in nature. Additionally, if they adversely affect student



learning or extreme negative behaviors occur in response to them, they could be considered restrictive interventions. Under these circumstances, all precautions (e.g. documentation) associated with a restrictive intervention should be followed. Refer to the Olympia Administrator's Notebook for a glossary of selected terms.

#### B. Restrictive Interventions

Restrictive interventions may be used in emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions include aversive and deprivation procedures that are associated with higher risk of negative side effects. Repeated use of restrictive interventions should occur after a functional analysis of behavior has been completed and documented, a behavioral management plan written, and the IEP amended to include the behavior management plan. In most circumstances, nonrestrictive interventions will be attempted prior to restrictive. Restrictive interventions shall only be used in the following situations:

1. In emergencies
2. In conjunction with positive interventions designed to strengthen competing behaviors

The following interventions are restrictive but can be used as the result of the IEP team decision or administrator in the case of an emergency:

1. Forced physical guidance
2. Manual restraint
3. Inhibiting devices
4. Administrators retain the discretion to use the following up to 10 days in a school year:
5. Suspension
6. Exclusion from extra-curricular activities

#### C. Suspension and Expulsion

The following procedure may be used when a student with disabilities has engaged in gross disobedience or misconduct:

1. Suspension for a Cumulative Period Not to Exceed 10 days Total in Any School Year
  - a. The District's regular suspension procedures shall be used to suspend a student with disabilities for a cumulative period not to exceed 10 days in any school year.
2. Suspension beyond 10 days, or Expulsion
  - a. The district shall promptly notify the student's parent(s)/guardian(s) of the gross disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to the notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:
    - 1) That the multidisciplinary conference (MDC) team shall meet as soon as possible, but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct: and
    - 2) That the student's parent(s)/guardian(s) are requested to attend the multidisciplinary team meeting at the date, time, and location of the meeting.
  - b. MDC Determination
    - 1) The MDC team may determine that the cause of the student's gross disobedience or misconduct is not related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

2) The Board may not expel a disabled student if the MDC team determines that the student's gross disobedience or misconduct is casually related to the student's disabling condition. The MDC team is responsible to address placement changes,

which may be appropriate in light of misconduct found to be disability-related.

- 3) Parent(s)/guardian(s) may object to a proposed change in their child's educational placement. -If the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek an interim placement of up to 45 days as provided by in relevant state and federal case law. Police will be contacted when any student (disabled or non-disabled) commits a criminal offense.

#### D. Highly Restrictive Interventions

Highly restrictive interventions are deemed inappropriate in most circumstances. The following are highly restrictive and may only be used by an MDC and/or IEP team:

1. Suspension beyond 10 days in a school year
2. Use of an isolation time-out room under direct supervision of a staff member
3. Expulsion with the provision of alternative educational services
4. Aversive mists, aromatics, tastes (may only be used if prescribed by a physician)
5. Mechanical restraints (excludes restraints prescribed by a physician or used as a safety procedure for transportation)
6. Altering length of school day

#### E. Prohibited Interventions

The district does not allow interventions that are illegal/prohibited. The following procedures are prohibited:

1. Corporal punishment
2. Expulsion with cessation of services
3. Physical manipulation used as an aversive procedure

Copies of the Illinois State Board of Education Behavioral Intervention guidelines can be obtained at the following address: Illinois State Board of Education, 100 North 1<sup>st</sup> Street, Springfield, Illinois 62777

#### **Student Dress**

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 unless approved by the principal.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school unless prior approval has been obtained from the building Principal.
- The length of shorts or skirts must be appropriate for the school environment.

- Appropriate footwear must be worn at all times. Tennis shoes must be worn for physical education.
- 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.

### **Student Information**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Please contact your child's school if you do not want your child's information listed in the student directory. In addition, if you do not want your child's photograph used in school media (yearbooks, projects, newspapers, or school website), please contact the school.

### **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 (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

#### **1. The right to inspect and copy the student's education records within 10 business 15 school days of the day the District receives a request for access.**

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

#### **2. The right to 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.

### **3. 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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

### **4. 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.

### **5. 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

## **Suspension and Expulsion**

### **I. Exclusion of Students**

It is the policy of the Board of Education to maintain in the schools an environment conducive to learning and conducive to the educational process. A student's conduct is largely a personal matter that should be maintained within limits of acceptability. However, school administrators and teachers have an important responsibility when a student's conduct intrudes upon and endangers the rights of other students to learn. Therefore, whenever it is necessary to exclude a student from the educational program or related services to protect the rights of other students, the following procedures shall be followed:

## II. Definitions

- A. Exclusion means any denial of educational services, program or transportation, as the case may be, to which a student would otherwise be entitled.
- B. Suspension means exclusion for a period not to exceed ten (10) school days or until the end of the current grading period, whichever is less.
- C. Emergency means a situation where the student's presence poses an immediate or a continuing danger to persons or property or constitutes an ongoing threat of disrupting the educational process.
- D. Bus suspension means an exclusion from riding a school bus for any length of time.
- E. Expulsion means exclusion for a period of more than ten (10) school days, but not beyond the end of the school year.
- F. Gross disobedience and misconduct specifically include, but are not limited to:
  - 1. The willful refusal to obey the policies, rules and regulations of the Board of Education.
  - 2. The willful refusal to obey all reasonable written or oral instructions of a member of the administrative staff.
  - 3. The willful refusal to obey all reasonable written or oral instructions of any member of the teaching staff, designated non-certificated supervisory personnel, or bus driver.
  - 4. Willful behavior which interrupts the orderly process of school affairs.
  - 5. Conduct which is or may be physically injurious to persons or property.
  - 6. Truancy.
  - 7. Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter.
  - 8. Behavior which violates or attempts to violate a Board of Education policy, rule or regulation.
  - 9. Possession, use, sale or transmittal of any alcoholic controlled substance or controlled substance or paraphernalia other than those prescribed for medicinal purposes.
  - 10. Excessive unexcused absences.
  - 11. Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certificated staff or school bus driver.
  - 12. Tobacco on a school bus, or the school premises during the school day.
- G. Possession of weapons or electronic signaling devices.
- H. Theft and vandalism.
- I. Trespassing on School Property

### Suspension Authority

The Superintendent, Principal(s) and Dean of Students may suspend a student upon finding that the student has been guilty of gross disobedience or misconduct.

### Emergency Suspension Authority

The Superintendent, Principal(s) and Dean of Students may suspend a student upon finding that the student has been guilty of gross disobedience or misconduct and an emergency exists. The emergency suspension shall not exceed ten (10) school days, or until hearing on the suspension or an expulsion is held, whichever is less.

### Bus Suspension Authority

The Superintendent or Principal(s) may suspend a student from riding a school bus upon a finding that the student has been guilty of gross disobedience or misconduct.

### Expulsion Authority

The Board of Education may expel a student upon a finding that the student has been guilty of gross disobedience or misconduct.

### Suspension Procedures

- A. Except as set forth in subparagraph (B) below, prior to the imposition of a suspension, the following procedures shall be observed:
  1. The suspending official shall give the student oral or written notice of the charges that constitute the student's gross disobedience or misconduct and summary of evidence, which supports such charges.
  2. If the student denies the charges, the suspending official shall give the student an opportunity to explain the incident.
  3. The suspending official shall make a finding, based upon the evidence, which the charges are supported by the evidence and a suspension is in order.
- B. When an emergency suspension is imposed, the requirements of A 1, 2, and 3 above shall follow as soon as possible when practicable.
- C. As soon as possible after the imposition of a suspension, emergency suspension or bus suspension, the Superintendent, Principal(s) or Dean of Students shall notify the student's parent(s) or legal guardian(s) of the suspension. The notification shall be in the form of a written letter to the parent(s) or legal guardian(s) which shall be sent by mail. Said letter shall be in the following format:
  1. "Pursuant to Section 10-22.6 of the Illinois School Code and the Policies and Regulations of Olympia Community Unit School District No. 16, you are notified that (Name of Student) is/was hereby suspended from Olympia Community Unit School District No. 16 (or from riding a school bus of C.U.S.D. No. 16) for a period of \_\_\_\_\_ day(s). The effective date of the suspension is/was \_\_\_\_\_."
  2. "You are advised that (Name of Student) is/was suspended for the following specific reason(s):"
  3. Notice has been/shall be provided to the Board of Education."
  4. "You are entitled to request that the Board of Education review the suspension. Upon your request, which must be in writing and received by the secretary of the Board of Education no later than ten (10) days after the postmark of this notice, the Superintendent shall fix a time and place for a hearing to be held with the Board appointed Hearing Officer and you shall be notified accordingly."
  5. "You shall have the right to be present at the review and you may appear and discuss the suspension with the Hearing Officer."
- D. Upon receipt of a timely written request of the suspension, the Superintendent shall fix a time and place for the hearing before the Hearing Officer and notify the student's parent(s) or guardian(s) in writing thereof.
- E. The suspension review shall be closed to the public and shall be conducted by the Hearing Officer in substantially the following format:
  1. The Hearing Officer shall first hear the statement(s) of the suspending official(s) and all other pertinent evidence.

2. The Hearing Officer, the suspended student, and/or the parent(s) or legal guardian(s) may ask questions of the suspending official(s) or other witnesses concerning their statements and evidence.
  3. The Hearing Officer shall then hear the statement(s) of the suspended student, parent(s), legal guardian(s) or witnesses on their behalf and other pertinent evidence.
  4. The Hearing Officer and/or suspending official(s) may ask questions of the suspended student, parent(s), guardian(s) or witnesses concerning their statements and evidence.
  5. There will be no attorneys present during the review process unless each party has notified the other of legal representation at least 24 hours prior to the hearing.
- F. The Hearing Officer shall submit to the Board a written summary of the evidence adduced during the suspension hearing and his finding(s) and recommendation(s) shall be submitted to the Board not later than **ten (10)** days after the hearing is concluded.
- G. Within fifteen (15) days after the conclusion of the suspension hearing by the Hearing Officer, the Board shall render a decision either affirming, modifying or reversing the suspension. The decision shall be in writing and shall specify the findings upon which the decision is based. A copy of the decision shall be furnished to the student's parent(s) or legal guardian(s).
- H. If the Board's decision is to reverse the suspension, the student shall be immediately reinstated, and any and all notations or remarks in regard to the suspension shall be expunged from all student records. All educational opportunities and services missed by the student to which the student would be otherwise entitled shall be afforded where practicable.
- I. Discipline for a student with an individualized education plan will follow the special needs discipline code which is aligned to applicable state and federal law.

1. Expulsion Procedures

- A. The Superintendent, Principal(s) or Dean of Students are authorized to initiate proceedings seeking the expulsion of any student. However, such proceeding shall not be initiated unless said person(s) determines:
1. That there is evidence that the student has been guilty of gross disobedience or misconduct, and
  2. That suspension is not an adequate remedy.
- B. The Superintendent shall fix a time and place for said proceedings and prepare a written "request for appearance" to be sent to the student's parent(s) or guardian(s).
- C. The "request for appearance" shall be sent by registered or certified mail to the parent(s) or guardian(s) and shall contain the following information:  
"Pursuant to Section 10-22.6 of the Illinois School Code and the Policies and Regulations of Olympia Community Unit School District No. 16, the Board of Education requests your appearance at a meeting called by the Board of Education to be held on (Date) at (Time) o'clock \_\_.m. for the purpose of determining whether there is sufficient evidence to expel (Name of Student) from Olympia Community Unit School District No. 16."

"The meeting will be held at (Location)."

"You are advised that (Name of Student) is reported to have committed the following act(s) of gross disobedience or misconduct at the time(s) and date(s) specified."

"(Name of Student) is entitled to be represented by an advocate (including counsel) of (his/her) choosing at (his/her) own expense."

"A Hearing Officer has been appointed by the Board of Education and he/she is (Name of Hearing Officer), who will conduct the expulsion hearing."

"If you have any questions, please contact the Superintendent, telephone number (309) 379-6011."

D. The expulsion hearing shall be closed to the public and shall be conducted by the Board-appointed Hearing Officer.

E. The hearing shall conform to the following:

1. Members of the Board may be present as observers.
2. A tape recording or verbatim transcript of the hearing shall be made. Upon request from the parent, a transcript of the hearing shall be available to the parent at their expense.
3. The administration/Board shall proceed first to present its evidence.
4. The student and/or parent may offer evidence and present a defense.
5. The hearing may proceed in the absence of either party, who after due notice, fails to be present.
6. The formal rules of evidence shall not be applicable.

F. The Hearing Officer shall submit to the Board a written summary of the evidence adduced during the expulsion hearing and his finding(s) and recommendation(s) shall be submitted to the Board not later than twenty (20) days after the hearing is concluded.

G. Upon receipt of the Hearing Officer's summary, finding(s) and recommendation(s), the Board of Education, within fifteen (15) days, shall render a decision as to whether the finding(s) are supported by the evidence and either impose or deny the expulsion. The Board's decision shall be in writing with a copy being furnished to the student's parent(s) or legal guardian(s). The decision shall specify the finding(s) upon which the decision is based.

H. If the Board's decision is to deny the expulsion, any and all notations or remarks in regard to the expulsion shall be expunged from all student records. All educational opportunities and services missed by the student to which the student would be otherwise entitled shall be afforded where practicable.

I. Discipline for a student with an individualized education plan will follow the special needs discipline code which is aligned to applicable state and federal law.

### **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 more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are 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 student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

### **Uniform Grievance Procedure for Students**

#### **I. Explanation:**

A grievance is a difference of opinion raised by a student or group of students involving application of the legal requirements of rights guaranteed in Board Policy 2:260 including:

- A. Title II of the Americans with Disabilities Act
- B. Title IX of the Education Amendments of 1972
- C. Section 504 of the Rehabilitation Act of 1973
- D. Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the
- E. Civil Rights Act of 1964, and Title IX of the Education Amendments Act of 1972

This procedure is not intended to limit the option of the district and the grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place that will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and, (5) proceed without harassment and/or retaliation.

More detailed information is available in the offices of superintendent, building principal, dean, coordinator, and guidance counselor for equal opportunity. Time limits refer to days when school is in session.

#### **II. STEP I**

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

#### **III. STEP II**

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

#### **IV. STEP III**

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Director for Instructional Programs. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and the district representative within ten (10) days and a written response made within five (5) days.

#### **V. STEP IV**

If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent or designee within ten (10) days from the receipt of the response on Step III. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

#### **VI. STEP V**

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

### **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.

### **Use of Internet**

Students will have access to the Internet for educational purposes and may utilize this tool with the permission of a faculty member or building administrator and the signed consent of the "Internet Use Agreement" policy by a parent/guardian. Students with access to the Olympia Electronic Mail System will abide by the guidelines of the Internet Usage Agreement.

### **Violent Offender**

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/>.

### **Visitors**

All visitors including Olympia personnel not regularly assigned to the building must report to the school office. While the school welcomes parents and other adults who wish to visit the school, we ask that children not enrolled here refrain from visiting during classes. Parents or others wishing conferences should schedule a meeting time with the teachers. No teacher should be expected to take time away from the class for a conference except in an emergency.

The use of tobacco on School Grounds is prohibited. Violators are subject to prosecution.

#### **I. Registered Sex Offenders**

Any person required to register as a sex offender pursuant to the Illinois Sex Offender Registration Act, 730 ILCS 150/1 et seq., and any "child sex offender" as defined in Section 11-9.3 of the Illinois Criminal Code, 720 ILCS 5/11-9.3, shall not, at any time when a person under the age of eighteen (18) is present: (1) enter onto school property; or (2) loiter on a public street or other public way within five hundred (500) feet of school property unless: (1) such sex offender is the parent or guardian of a student who is present on school property; or (2) such sex offender has received advance approval from the Superintendent or School Board to be present on school property.

Any such sex offender who is permitted to come onto school property, either by the Superintendent or Board, must report to the office of the building principal immediately upon his or her arrival and departure from school and, if present in the vicinity of any child, must remain at all times under the direct supervision of the building principal or other designated school official. In cases where advance approval is granted, the Superintendent or Board President shall inform the appropriate building principal, or his or her designee, that the sex offender will be present and advise of the nature and hours of such person's presence on school property. The District shall notify the appropriate law enforcement authorities immediately if any such sex offender violates this Policy.

As used herein, "school property" includes the District's school buildings and school sites, vehicles used to transport students to and from school and school-sponsored events and any other property either owned or leased by Olympia.

**Volunteers**

All school volunteers must complete the district required volunteer form(s) and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

**Withdrawal from Olympia C.U.S.D. NO. 16**

If you should move out of this school district and plan to transfer to another school, please notify the office. A transfer form will be issued to take to your new school (Form ISBE 33-78 - Good Standing).

These rules apply while students are in school, on school grounds, on school buses, at school-sponsored and related activities, whether or not on campus and whether held before or after school, on evenings or weekends. Students who violate this rule will be subject to suspension and possible recommendation for expulsion.

# APPENDIX 1

## EXCUSAL FROM PHYSICAL EDUCATION

### Olympia CUSD #16 MEDICAL DISABILITY FORM-- PHYSICAL EDUCATION

Illinois law requires that all students participate in physical education on a regular basis. If a student needs to be excused from physical activity, this form needs to be completed by the physician and parent. If the child's physical activity is to be restricted in physical education, then it will also be restricted in recess.

#### **PART A: To Be Completed by Parents**

Student's Name \_\_\_\_\_ Age \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

#### **PART B: To Be Completed by Physician**

Nature of Injury or Disability

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected Duration of Disability \_\_\_\_\_

The child will be authorized to return to a full-time regular PE class on \_\_\_\_\_.

The following activities will be modified for this child. The physician needs to check those activities that the child will be able to do in place of the standard PE program.

\_\_\_\_\_ walking  
\_\_\_\_\_ upper body exercises  
\_\_\_\_\_ non-locomotor activities (bending, twisting, pushing, pulling, balancing, etc.)

Comments: \_\_\_\_\_

\_\_\_\_\_  
(Physician's Signature)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Date)

-----

#### **FOR SCHOOL OFFICE USE ONLY**

Date Received in School Office \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Physician's Signature \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Verified by \_\_\_\_\_

Copy Sent to PE Instructor \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Copy Sent to Classroom Teacher \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

# APPENDIX II

## PHOTO/INTERVIEW PARENT FORM

Olympia CUSD #16  
Pre-K – Fifth Grade  
Photo/Interview Parent Form

The Olympia School District is pleased to share our student successes, honors, achievements, and activities with our communities. We are interested in telling our story to a wide audience through newspapers, radio, television, and our website. Throughout the school year, there may be times when your student is a part of this communication. If you have an objection to your child being interviewed or photographed, please fill out the form below, sign, and return to the school office. (Website Only: Student first names may be used. No last names will be used on the website.)

*I request that the school district **not** allow my child to be interviewed or photographed for any publication or broadcast, including the district website.*

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_  
(Parent Signature)

# APPENDIX III

## OLYMPIA CUSD 16 SCHOOL MEDICATION AUTHORIZATION FORM

### School Medications Authorization Form

When a student must receive prescription or non-prescription medication during school time, this written request completed by both the parent or guardian and licensed prescriber (physician, dentist, or podiatrist) must be on file at the school before any administration of medicine will occur. In the absence of a licensed school nurse the student will self-administer the medication under the supervision of the school principal or his/her designee. If the student is not capable of self-administration of medication, the principal or other designated certified personnel shall administer the medication.

**If medication for asthma is to be self-administered by the student, the parent/guardian must complete part IV of this form and sign the form.**

All other medication must be stored by the appropriate school personnel.

**NOTE: Every effort should be made to schedule the administration of medication at home outside the school day.**

#### Part I to the Licensed Prescriber:

\_\_\_\_\_ should take \_\_\_\_\_ of \_\_\_\_\_

(name of student) (dosage) (name of medication)

at \_\_\_\_\_ for \_\_\_\_\_.

(time of day) (period of time)

Diagnosis of disease or injury \_\_\_\_\_

Desired benefits of medication \_\_\_\_\_

Medication side effects \_\_\_\_\_

Medication needs to be refrigerated Yes \_\_\_\_ No \_\_\_\_

Child may self-administer this medication Yes \_\_\_\_ No \_\_\_\_

Child has been prescribed asthma medication to be self-administered Yes \_\_\_\_ No \_\_\_\_

**Prescriber's signature** \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_

(proceed to next page)

**Part II** Prescription medication must be in the original container labeled by the pharmacist or physician. The label must include:

1. Name of student
2. Name of medication
3. Amount and frequency of dosage
4. Physician's name
5. Date of prescription

**Part III** Non-prescription medication shall be in the original manufacturer's container with label indicating the ingredients and the student's name affixed.

**Part IV** To the Parent or Guardian:

1. I agree with all the above.
2. I give permission for \_\_\_\_\_ to self-administer the asthma medication as prescribed above.
3. Please select one:  
\_\_\_\_\_ If prescribed, my child may carry asthma medication on his/her person.  
\_\_\_\_\_ If prescribed, my child may not carry asthma medication on his/her person.

I hereby confirm that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Olympia Community Unit School District and its employees and agents, in my behalf and stead, to administer or attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I ACKNOWLEDGE THAT IT MAY BE NECESSARY FOR THE ADMINISTRATION OF MEDICATIONS TO MY CHILD TO BE PERFORMED BY AN INDIVIDUAL OTHER THAN A SCHOOL NURSE, AND SPECIFICALLY CONSENT TO SUCH PRACTICES. I further acknowledge and agree that, when the lawfully prescribed medication is so administered or attempted to be administered or that my child self-administers asthma medication, I waive any claims I might have against the School District, its employees and agents arising out of the administration of said medication. In addition, I agree to hold harmless and indemnify the School District, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

\_\_\_\_\_  
(Parent's Signature) (Telephone #)

\_\_\_\_\_  
(Address) (Date)

## APPENDIX IV

# PESTICIDE APPLICATION PROCEDURES

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term “pesticide” includes insecticides, herbicides, rodenticides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

Olympia School District Unit # 16 has therefore established a registry of people who wish to be notified. If you wish to be included in this registry, please complete the *optional* form in the middle of this handbook for the current school year. Submit it to the principal of the school the student is attending, with the principal forwarding a copy to Andrew Wise, Olympia School District Unit #16, 903 E. 800 North Road, Stanford, IL 61774. Any other questions you may have regarding the District’s pest management practices may also be directed to Andrew Wise at 309-379-3303.



# OPTIONAL

## PESTICIDE APPLICATION NOTIFICATION REGISTRY ONE (1) FORM FOR EACH STUDENT

SCHOOL YEAR: \_\_\_\_\_

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

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

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

\_\_\_\_\_

Student Grade: \_\_\_\_\_

Student Homeroom/ \_\_\_\_\_

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

**Please complete requested contact information as you deem appropriate.**

Father's Work Phone Number: \_\_\_\_\_

Hours Available For Calls: \_\_\_\_\_

Work E-mail Address: \_\_\_\_\_

Work Fax number: \_\_\_\_\_

Father's Home Phone Number: \_\_\_\_\_

Hours Available For Calls: \_\_\_\_\_

Home E-mail Address: \_\_\_\_\_

Home Fax number: \_\_\_\_\_

Mother's Work Phone Number: \_\_\_\_\_

Hours Available For Calls: \_\_\_\_\_

Work E-mail Address: \_\_\_\_\_

Work Fax number: \_\_\_\_\_

Mother's Home Phone Number: \_\_\_\_\_

Hours Available for Calls: \_\_\_\_\_

Home E-mail Address: \_\_\_\_\_

Home Fax Number: \_\_\_\_\_

(continue to next page)

Guardian's Name: \_\_\_\_\_  
Guardian's Work Phone Number: \_\_\_\_\_  
Hours Available for Calls: \_\_\_\_\_  
Work E-mail Address: \_\_\_\_\_  
Work Fax number: \_\_\_\_\_  
Guardian's Home Phone Number: \_\_\_\_\_  
Hours Available for Calls: \_\_\_\_\_  
Home E-mail Address: \_\_\_\_\_  
Home Fax number: \_\_\_\_\_

Parent/Guardian is responsible for notifying the school principal of changes in address/phone numbers. Documented notification to **any** of the above listed mail, fax, or E-mail numbers shall constitute compliance with notification requirements of 225ILCS235/2 and 415ILCS65/3(f).

### MEDICAL QUESTIONS

\_\_\_\_\_ Allergic reactions to chemicals, if so, name of chemicals: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Allergic reactions to stings, bites, etc. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Respiratory problem: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Phobias \_\_\_\_\_

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

Date: \_\_\_\_\_

Forms should be returned to the Principal of the School where the student attends.

Note to school:

1. Place original in school IPM Registry.
2. Forward a COPY of this form to District Maintenance Office (Scott Thornton).