

**Olympia High School**

**District No. 16**

*Student-Parent Handbook*

*2021-2022*

Olympia High School  
7832 N 100 East Rd  
Stanford, IL 61774

(309) 379-5911



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## Opening

### Administrative Staff

Dr. Ed Jodlowski ..... Principal ..... 379-5911 ext. 9010

Mr. Frank Arnolts ..... Assistant Principal..... 379-5911 ext. 9011

Mr. Mike Castlman ..... Activities Director ..... 309-5911 ext. 9012

## Welcome to Olympia High School

Dear Olympia Students and Parents,

The faculty, staff, and administration of Olympia High School welcome you to the 2021 -2022 school year. This handbook has been prepared to provide information for students and parents concerning high school operations and activities. As noted in this handbook, policies and procedures may be modified by the school administration, as situations arise. This handbook should be kept as a reference throughout the school year. If you desire additional information, please contact the school administration. Olympia High School encourages academic excellence enhanced by participation in the many co-curricular activities we provide. We strive to provide an environment of respect and cooperation in which all students can succeed and develop their talents and skills. A positive partnership between the student, family, and school is imperative to achieving these goals. Have a great school year!

- The Olympia High School Administration

### Ancillary Information

Olympia High School is located four miles southwest of Stanford, Illinois on an eighty-three-acre site in the center of the 377 square mile district. The building is one-story, carpeted, air-conditioned and includes 157,000 square feet of area. The complex also includes an indoor swimming pool, a 2,500-seat gymnasium, shops, an auditorium, materials center, and a cafeteria/commons area. The school houses approximately 600 students in grades 9 through 12 from the eight communities of Armington, Atlanta, Danvers, Hopedale, McLean, Minier, Stanford, and Waynesville.

The high school offers a comprehensive educational program. The program is designed to meet the needs of students who plan to enroll in further education, or who are seeking employment after graduation, and general education for day to day living. The students can choose from over 100 different courses. These courses are offered in a four period master schedule. Juniors and seniors can also enroll in the Bloomington Area Career Center or dual enrollment at an approved community college for special courses not offered at Olympia.

The total growth of the student is emphasized in the educational climate of the building. Extra-curricular activities such as sports, clubs, theater, speech, and music are designed to help students develop their skills and interests. The staff at Olympia High School is committed to helping each student fulfill their potential.

### PBIS - Positive Behavioral Interventions and Support

A General Overview at Olympia High School, the main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors. Through PBIS we will work to create and maintain a positive, productive, and safe environment in which ALL school community members (administration, faculty/staff, parents and students) have clear expectations and understandings of their role in the educational process.

### Proactive Approach to School-Wide Discipline

This school-wide system of supporting positive behavior focuses on a team-based system approach and teaching appropriate behavior to all students in the school. The goal of PBIS at Olympia High School is to accomplish the following:

1. Behavioral Expectations are Defined. Behavioral expectations are clearly defined in the positive, simple rules, in the Code of Conduct:

**C**-Character--respect, integrity

**O**-Ownership--accountability, responsibility, self advocacy

**D**-Determination--work ethic, timely, perseverance

**E**-Engagement- taking care of self and each other, collaborative, volunteer in community

2. Behavior Expectations are Taught. The behavioral expectations are taught to all students at the beginning of the school year and throughout the year as needed. Teaching staff is provided with behavioral lesson plans designed to help “teach” students the expected behaviors. The general rule is presented, the rationale for the rule is discussed, positive examples (“right way”) are described and rehearsed, and negative examples (“wrong way”) are described and modeled. Students are given the opportunity to practice the “right way” until they demonstrate fluent performance.

3. Appropriate Behaviors are Acknowledged. Once appropriate behaviors have been taught, they need to be acknowledged on a regular basis.

4. Behavioral Errors are Corrected. Proactively and are recorded. Students, faculty/staff, and administrators will be able to predict what will occur when behavioral errors are identified.

5. Decisions About Behavior Management is Data Based. One of the most important features of PBIS is the use of a data management system to track discipline incidents. The data will be used by the PBIS Team to help determine the type of incidents that are occurring, where, when, and who is involved. Data reports will enable administration to devote resources and time to the precise people, place, and school day period that need them.

## General Information

### Parent-Teacher Conferences

As a parent, we want you to be aware of your student’s progress at all times. We will notify parents of progress through various forms of communication, such as a phone call or email. If you still have a concern, please contact Karen Blessing at 1-(309)-379-5911 ext. 9023 and set up an appointment with the teacher, counselor, or principal. Adult visitors are always welcome at Olympia High School. Please report to the high school office immediately so that we may welcome you and issue you a visitor’s badge if you plan to visit during school hours.

Parent-Teacher Conferences are also held once a semester during and after school hours. All teachers are available at this time.

### Health

Parents can aid their student's effectiveness in school by providing good nutrition, adequate rest, cleanliness, and proper medical and dental care. Although a physical examination is not required every year, it is highly desirable. If your child is involved in sports they are required to have a sports physical before they are able to participate in the activity. It is also imperative that your child's immunizations be kept up to date as recommended by your family physician.

### Insurance

Parents may purchase accident insurance for your child through an approved insurance agency by paying the premium at the school. Student accident insurance can be purchased from the link on the Olympia website. The school does not carry student accident insurance. Please read the insurance brochure for information about coverage.

### Accidents and Illness

The school will make every effort to inform parents of any accident or illness occurring at school that may need care or observation at home. However, for safety reasons, no student will be sent home unless a responsible adult is contacted and arrangements made.

### Education of Homeless Children

Whenever a child and his or her parent/guardian share the housing of another person due to loss of housing (e.g. house fire, foreclosure) or economic hardship, the homeless child shall have the following rights under the federal McKinney-Vento Homeless Act and the state of Illinois Education for Homeless Children Act: immediate enrollment, choice of schools, transportation, services, dispute resolution. Information regarding the rights of homeless children and necessary enrollment forms are available in the Principal's office. The District Homeless Liaison can be contacted at 309-379-5911 ext. 9054.

### School Volunteers

All school volunteers must bring their Drivers License/State ID/Passport to sign in the main office upon each visit. 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's sticker that must be visible before going to their destination.

### Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the district's policy, is posted on the school district website. Information can also be obtained from the school office.

Information Hotlines

National Suicide Helpline ..... 1 (800) 273-8255

McLean County ..... (309) 827-5351

Olympia High School Nurse Melissa Pfeffer ..... (309) 379-5911 ext. 9045

Fines, Fees, and Charges

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 parents or guardians are unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met: 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 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). Additional consideration will be given where one or more of the following factors are present: 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. Parents/guardians will be notified 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.

Academic Information

Class/Block Schedules

Daily Schedule		Morning Assembly		Pathway Day	
<b>Early Bird (M,W,F)</b>	7:15-8:00	<b>Early Bird (M,W,F)</b>	7:15-8:00	<b>Early Bird (M,W,F)</b>	7:15-8:00
<b>1st Block</b>	8:25-9:50	<b>Assembly</b>	8:25-9:25	<b>1st Block</b>	8:25-9:45
<b>2nd Block Class A Lunch A Class A</b>	9:55-10:50 10:50-11:20 11:25-11:50	<b>1st Block</b>	9:30-10:45	<b>Pathway</b>	9:50-10:50

<b>2nd Block Class B Lunch B</b>	9:55-11:20 11:20-11:50	<b>Lunch A 2nd Class A</b>	10:50-11:20 11:25-12:40	<b>Lunch A 2nd Class A</b>	10:50-11:20 11:25-12:40
<b>Advisory</b>	11:55-12:25	<b>2nd Class B Lunch B 2nd Class B</b>	10:50-11:20 11:20-11:50 11:55-12:40	<b>2nd Class B Lunch B 2nd Class B</b>	10:50-11:20 11:20-11:50 11:55-12:40
<b>4th Block</b>	12:30-1:55	<b>4th Block</b>	12:45-2:00	<b>4th Block</b>	12:45-2:00
<b>5th Block</b>	2:00-3:20	<b>5th Block</b>	2:05-3:20	<b>5th Block</b>	2:05-3:20

Afternoon Assembly		Remote Learning		Early Dismissal	
<b>Early Bird (M,W,F)</b>	7:25-8:15	<b>Early Bird (M,W,F)</b>	7:25-8:15	<b>Early Bird (M,W,F)</b>	7:25-8:15
<b>1st Block</b>	8:25-9:45	<b>1st Block</b>	8:25-9:50	<b>1st Block</b>	8:25-9:05
<b>2nd Block Class A Lunch A Class A</b>	9:50-10:50 10:50-11:20 11:20-11:50	<b>2nd Block</b>	9:55-11:20	<b>2nd Block</b>	9:10-9:50
<b>2nd Block Class B Lunch B</b>	9:50-11:20 11:20-11:50	<b>Lunch</b>	11:20-11:55	<b>4th Block</b>	9:55-10:35
<b>4th Block</b>	11:55-1:10	<b>Advisory</b>	12:00-12:25	<b>5th Block</b>	11:40-11:25
<b>5th Block</b>	1:15-2:30	<b>4th Block</b>	12:30-1:55		
<b>Assembly</b>	2:35-3:20	<b>5th Block</b>	2:00-3:20		

### Skills Based Grading (SBG)

#### Formative Assessments

A formative assessment includes quizzes, exit slips, observation, or any evidence that provides teachers feedback regarding student progress. Students are **EXPECTED** to do formative work - students refusing to do so may receive consequences.

#### Summative Assessments

Summative assessments are expected to be turned in a timely manner. Students failing to turn in work in a timely manner may be asked to give up their time after school until the work is completed.

#### Reassessment

Reassessment is offered to all students on all summative assessments. It is best practice for a student to complete summative reassessment as soon as possible.

- If a student receives a 1, the student is **EXPECTED** to reassess. Each teacher is encouraged to have students who choose not to reassess after receiving a 1 to email his or her parents explaining why the student has chosen not to reassess.
- Each teacher will work with a student individually to determine a timeline and a time and place for reassessment. Each teacher will set his/her guidelines for reassessment at the beginning of a course.
- Students who have not completed the formative work in preparation for the summative may be required to go back and complete that work.
- An extension of reassessment time frame may be provided for extenuating circumstances or demonstration of sustained efforts.
- Teachers will determine which portions of the summative to reassess; the nature of some summative assessments may require complete reassessment.
- Reassessment opportunities may occur during Academic Advisory period, Success Club, or within the instructional block.
- After the reassessment, the highest grade will be reported.

#### Final Reassessment Procedure

All courses will have a concluding assessment (test, paper, presentation, performance, or project) that assesses cumulative skills in the course. This assessment will come on the last day of the course and ALL students are required to complete it. Second semester seniors will complete final assessments one day prior to their final day of attendance. The assessment should be a culmination of student learning and should assess skill(s) covered in a course. The student must complete the concluding summative in order to receive credit in the course. The assessment can help a student's overall course grade. However, the student is expected to perform to the same level he/she has performed on throughout the semester. Therefore, students not meeting the same level of work on the final may have their grade impacted by the final. If the student is ill on the final assessment day, he or she may be required to have a doctor's note. A student not completing the final assessment activity will receive a mark of X and will fail the course for the semester.

A student's grade will be communicated by the teacher to students and parents through Skyward. A grade is determined by examining the assessment evidence the student has accrued. The evidence of learning will lead the student to receive an individual grade.

**A:** 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. Work is exemplary/model. The preponderance of subject categories are 3's and 4's.

**B:** The student demonstrates an understanding of content knowledge and skills. The preponderance of subject categories are 3's.

**C:** The student is approaching a basic understanding of the required skills and content knowledge with an opportunity for growth. The preponderance of subject categories are 2's with a mix of higher scores

**D:** The student has limited demonstration of basic understanding of the required skills and content knowledge. The preponderance of subject categories are 2s with the remaining values being 1s.

**F:** The student does not demonstrate progress towards meeting the expectations of required content knowledge and skills. Incomplete work. A student has a majority of 1s and/or a student has received an X on a summative assessment.

### Professionalism

This can be used as a way to assist in grade determination when the student is in between two grade levels.

### Levels of Learning Descriptors

**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. Exemplary/model work.

**3:** Skill Attainment- The student demonstrates an understanding of content knowledge and skills.

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

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

**X:** Lack of Evidence – Missing or incomplete – The student will not be able to receive credit in a course if there is lack of evidence.

### Minimum Class Load

Every student must be enrolled in 4 courses each semester. Fifth year students may take fewer than 4 courses with permission from the dean or principal.

### Success Club

Success Club meets approximately 20 times per semester on Tuesdays and/or Thursdays after school in the OHS Learning Center from 3:30 pm – 5:45pm. This academic club provides students a structured environment to work on their studies while having access to two or more highly qualified teachers, who are providing tutoring services or supplemental instruction (pending available district funding).

### Graduation Requirements

*The Olympia Board of Education has established the following graduation requirements:*

English 4

Math 4

Social Sciences 3

Science 3

Voc. Ed, Fine Arts, For. Language 2

Personal Finance 1

Health and Wellness 1 (.5 for Health/.5 for PE)

Physical Education 3

**Graduation Credits required (minimum) 28**

### Service Learning Requirements

Students are required to complete 40 service-learning hours (10 hours per year). At the end of each academic year, it is the responsibility of the student to document and submit his/her hours.

### Additional Requirements

All students are expected to score at career and college level readiness marks on standardized assessments. Students who do not meet the minimum requirements may be assigned into a remediation program. The remediation will take place during the senior year as prescribed by the high school principal.

### Honor Roll

Students attaining a grade point average of 3.20 to 3.74 will be on the “honor” roll. A grade point average of 3.75 and above enables a student to be on the “high honors” roll.

### Grade Point Rank

A	4	3.51 - 4.0
B	3	2.51 - 3.50
C	2	1.51 - 2.50
D	1	0.51 - 1.50
F	0	0 - 0.50

### Class Rank

No class rank will be reported on transcripts or for purposes of scholarships and college applications\*, students will denote that the school does not rank and only a grade point average will be provided. If any university or scholarship requires a rank, the school will provide it directly to the organization.

### Substitution/Waiver for Physical Education

Substitution for Physical Education:

All students at Olympia High School must be enrolled in PE for each year they are enrolled in high school (up to 4 years) with the exception of juniors and seniors who qualify for an athletic waiver, or sophomores through seniors enrolled in Marching Band, as designated by Illinois

School Code. All freshmen must enroll in Health and Wellness and do not have the option of waiving PE during that semester.

#### Physical Education Waiver Provisions:

- PROVISION #1 – The waiver applies to an interscholastic sport sanctioned by the Illinois High School Association and approved by the Board of Education in which athletic teams participate in a minimum of six (6) athletic contests. These provisions also apply to activities such as cheerleading, dance etc.
- PROVISION #2 – During one semester of a student’s Junior and Senior year, a waiver from physical education may be requested if the student athlete needs to take another course required for graduation. If a student athlete takes an extra academic course in place of physical education, the student may be excused from physical education credit, even if the interscholastic sport covers less than that time period.
- PROVISIONS #3 - A student may waive PE in order to be able to take a course or courses which are specifically required for admission to college.
- PROVISION #4- A student who lacks sufficient course credit of one or more courses required by state statute or local school board policies for graduation may request a waiver from physical education to take courses in the student’s schedule will fulfill graduation requirements in the areas for which the student is deficient. Students who have failed required courses, transferred into the district with deficient credits, or who lack credits due to other causes will be eligible to apply for the above exemption.
- PROVISION #5 –A student can be a sophomore through senior and be in marching band and request a PE waiver.
- PROVISION #6 - If a student is enrolled at BACC, and he or she needs to take specific courses to meet local graduation requirements, a Waiver can be issued.

#### Exchange Programs

The Board of Education may grant a certificate of attendance to exchange students. District students will receive academic credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

#### Foreign Language Courses

A student may receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education. The amount of credit will be based on foreign language proficiency achieved. The building principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

#### Pass-Fail Option

- A student may only take 2 classes on a pass/fail basis per high school career.
- A student may not take a required course or credit for pass/fail.

- A passing grade must be a “C” or better for pass/fail classes.
- A grade of “fail” will be counted into the student's GPA.
- A pass/fail option must be declared before the 5th day of the semester, and the decision is final.
- Teacher approval must be obtained.
- AP Courses may not be taken pass/fail.

The student gets the form from his/her counselor and has it completed and approved by the counselor, teacher, parent, and principal within 5 days. It is then filed with the counselor.

### AP/Dual Credit/Off Campus Courses

#### AP Courses

Olympia High School offers advanced placement courses in the following areas:

AP German  
 AP Language  
 AP Calculus  
 AP Biology  
 AP Computer Science Principles  
 AP Chemistry  
 AP Environmental Science,  
 AP Spanish  
 AP Human Geography.

Students who desire to enroll in an AP course should be sure to follow the course sequence leading up to each AP class. Students who enroll in an AP class must take the AP exam in May of each school year unless the course instructor and the student, in consensus, determine that the student may waive the exam. The exam must be taken to earn weighted grading and AP credit.. Attainment of a certain score may result in college credit earned. Attainment of a certain score may result in college credit earned.

#### Dual Credit Course

A student who successfully completes a college course may receive high school credit, provided:

- The student is a junior or senior.
- The course is not offered in the high school curriculum or the course at Olympia High School will not fit into a graduating seniors schedule.
- The course is approved in advance by the high school guidance counselor and the high school principal;
- The student assumes responsibility for all fees.

All dual college/Olympia High School course grades are calculated in the student's final grade point average.

The maximum number of credits counted toward the requirements for a student's high school graduation will be subject to review through the counseling department and administration.

### Grade Process for AP and Dual Credit Course

Students taking Dual Credit courses through Heartland Community College will utilize the Heartland grading scale. Weighted grades will be assigned for AP courses and Dual Credit courses. Dual credit/AP courses must be offered at Olympia High School through the College Now partnership and must be recognized as an approved course. Weighted grades generate a higher level of GPA Points. Weighted grading and AP credit is only applied if the student has taken the AP exam.

Grading Scale Dual Credit Points	Regular GPA	AP GPA Points
4	4	5
3	3	4
2	2	3
1	1	2

### Final Summative Assessments in AP and Dual Credit Courses

Weighted grades will be assigned for AP courses. Weighted grades generate a higher level of GPA points. Weighted grading and AP credit is only applied if the student has taken the AP exam. Weighted grades will be assigned for Dual Credit courses. Students taking Dual Credit courses through Heartland Community College will utilize the grading scale for the institution and course as set by the community college or college.

### Off Campus Courses

The principal must approve all courses taken for graduation credit outside of the Olympia High School program before the student enrolls in the course.

### Correspondence Courses

Credit for Alternative Courses and Programs, and Course Substitutions/ Correspondence Courses/Internet Courses/Summer School Course A student enrolled in a correspondence course may receive high school credit for work completed, provided:

- The course is given by an accredited program.
- The student assumes responsibility for all fees
- The course is approved in advance by the high school principal.

A maximum of 3 units of credit may be counted toward the requirements for a student's high school graduation unless the student has been approved by administration to take additional coursework. Credits will be based on the Carnegie Units of high school credit.

### Attendance Procedures

The obligation for regular school attendance rests with students and parents. When a student is absent, the parent is requested to call the school before 10:30 a.m. the morning of the absence and report the reason for the absence.

Parents should call the attendance line at (309) 379-7425. Students returning after an absence that has not been called in by the parent, or about which school personnel have not called the parent, must have a note (dated) from their parent/guardian stating the reason for the student absence and the days absent.

Students must bring verification of doctor, dental, or appointments. Students not living with a parent or guardian must also have a parent/guardian call in or must have a doctor's note in order to receive an excused absence.

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.

### Attendance Policy

Student attendance is NOT only compulsory under state law but is a necessary requirement for academic success in school. Students who are absent without valid cause jeopardize their ability to maintain passing grades, meet course requirements, and graduate from high school with their class.

Given the importance of attendance an attendance meeting will be held with students after 5 days of absences

- A. Therefore, students will be allowed ONLY 8 absences per semester from the same block for student illness, bereavement, parent request, vacation, etc. without documentation. Documentation of a doctor's note from a physician's office is highly encouraged from parents after each visit in order to not reach the allotted 8 day maximum.
- B. After the 8th absence from a class (excused or unexcused), parents will be required to provide a doctor's note verifying the need for the student's absence. The school will NOT accept a doctor's note as a valid excuse if the student also works the same day.
  1. A WAIVER may be granted by the administration due to grave illness or exceedingly unusual circumstances. Parents must request this waiver from administration.

2. The attendance office will send a 5-day and 8-day absence notification letter to the parent. The student's guidance counselor will meet with the student to assist with issues affecting the student's attendance.
- C. Absences exempt from the 8-day count are: 3 college days per junior or senior, Disciplinary suspensions, Prearranged family vacations of 3 days or less per year.
- D. Failure to provide a doctor's note after the 8th absence could result in disciplinary consequences.
- E. Students who continue to miss school and fail to provide a doctor's note will receive additional consequences. A Truancy Report for students under 17 will be made to the Regional Superintendent's Office.
- F. Students may also be recommended to the SAVE or Alternative School after multiple consequences.

### Excused Absences

Illness

Doctor Appointment

Death in the Family

Approved College Days

Family Emergency

Activity Beyond School

Pre-Arranged Vacation

### Unexcused Absence

Oversleeping

Working

Missing the Bus

Leaving school without approval

Running Errands

Returning home for non-emergency

"Senior Skip Day"

### Truancy

Students who are unexcused/truant from school will be required to make up the time, which is missed. Detentions, START Days, and Saturday Detentions will be assigned as deemed appropriate by the Assistant Principal.

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.

### Early Dismissal

1. When leaving school for any reason, each student **MUST** check out through the main office. The student **MUST** present a written note, or a phone call, from their parents stating the reason for leaving. A Doctor's appointment card is also acceptable. Upon returning to school, the student **MUST** check back in at the attendance office to receive their admit pass to return to class. **STUDENTS MAY NOT LEAVE CAMPUS FOR APPOINTMENTS WITHOUT FOLLOWING THE ABOVE PROCEDURES.**
  - a. The administration encourages parents to make appointments outside of regular class hours.
  - b. Parents are encouraged to make appointments so that the student misses no more than 30 minutes of instructional time at the beginning or end of the school day.
2. The above procedure should also be followed when leaving campus because of illness. Parent notification is required before a student goes home ill. This **MUST** take place through the nurse's office or the main office. **STUDENTS MAY NOT GO HOME ILL UNLESS THEIR PARENTS HAVE BEEN NOTIFIED.** Students **WILL NOT** be excused from a class if they leave school without proper notification.
3. Olympia maintains a closed campus for lunch; parents may not request students to leave during advisory/lunch time for any reason without a valid cause - students are not to go home or to purchase food from somewhere outside Olympia High School during their designated lunch time. *Parents are discouraged from bringing in outside food for student lunch.*

### Emergency School Closing

It is the policy of the Olympia Community Schools to have school scheduled throughout the year. But in the event that inclement weather conditions, such as heavy or drifting snow dictate closing school for the day or dismissing students early from school; or if dense fog should necessitate delaying the opening of school, the following stations: WJBC, WBNQ, WGLT, WEEK, WBWN will be contacted and should make such announcements.

If at all possible, the decision to close school will be made prior to 6:00 a.m. Unless otherwise stated, the announcement will be made for only that day. Parents/Guardians are encouraged to keep their email and phone numbers current in Skyward so that they are contacted by School Reach regarding cancellations.

### Tardy Policy

Tardiness shall be excused or unexcused in accordance with the cause of the tardiness. The main office will handle all tardy situations that occur during the 1st hour. Oversleeping, car trouble, late rides, and missing the bus are not excused reasons for being tardy. Classroom teachers will be responsible for monitoring student tardiness to all other class periods. Teachers will refer students to the office during the course of the day for excessive tardiness to class. Upon the receipt of a 3rd unexcused tardy, students will be referred to the administration for assignment of detention. Additional tardies will result in further disciplinary action.

3rd Tardy- 1 Hour PM detention

6th Tardy- 2 Hour PM detention

9th Tardy- Saturday Detention

12th Tardy- START Day

### Make-Up Work Policy

Students are responsible for obtaining work they miss due to absences. When students are absent, they are responsible for communicating with their teacher and checking their teacher's Google classroom page. Make-up tests or quizzes may be administered outside of school hours at the teacher's discretion.

## Student Activities

### Olympia's Activity Code

This Activity Code is adopted by the Board of Education of Olympia Community Unit School District #16 to apply to students in activities in grades 6-12. This policy applies in addition to other policies concerning student conduct, and imposes additional requirements on students in activities. It is intended to promote the health and safety of students, and to encourage the development of self-discipline and self-control in these students' activities. The Board finds those attributes to be necessary to make participation in activities successful and rewarding for individual students as well as for the teams in which they participate.

The Board finds that students and the public perceive students who participate in activities as representatives of the school and other students. They are provided certain privileges and services not available to other students. The Board determines that it is necessary for the maintenance of discipline and to promote exemplary conduct that additional and unique rules apply to activities and their participants. The Board has determined that participation in activities

is a privilege, not a right. If a student fails to comply with the rules and requirements set forth in this policy, the privilege to participate in activities may be lost in accordance with this policy. The rules set forth in this policy apply to the student, commencing with entrance into the seventh grade, and continue to apply to the student until the completion of the student's high school career. These rules apply both in and out of season of the activities in which each student participates, during summers, holidays, and vacations, on and off campus, and whether or not misconduct occurs at a school or school-sponsored activity.

#### Definitions:

**Student Participant:** A boy or girl in high school or middle school who participates in any of the following high school or middle school extra-curricular 50 activities - all athletic teams, cheerleading, pom poms, speech, group interpretation, marching band, flags, jazz band, IHSA/IESA concert band, IHSA/IESA chorus, chamber choir, show choir, madrigal, school plays, scholastic bowl, and chess.

**Suspension:** Suspension means loss of the privilege to participate in contests or activities. During suspension the student will only be allowed to practice at the discretion of the coach/sponsor and under the direct supervision of the coach/sponsor. The student may also be required, as determined by the coach/sponsor, to attend all games, contests, or performances during the suspension. In addition, the student will not be allowed to attend any other school-sponsored extracurricular contests, performances, or dances either at home or away as a spectator for the duration of the penalty (or 30 days in the case of a calendar year suspension). During the term of the suspension, the student will not be allowed to be in uniform at the contests.

#### Training Rules

Coaches/Sponsors have the authority to make and enforce team/activity rules and regulations. Students need to be made aware of such rules and regulations before participation in that sport or activity. Such rules and regulations can include, but are not limited to grooming, excused/unexcused absences, grades (beyond the school policy), and sportsmanship. Coaches/Sponsors have the authority to impose discipline they deem appropriate with regard to activities, in their discretion, for violation of school rules or team/activity rules and regulations. Students shall be orally notified of any penalty to be imposed for violation of team/activity rules, but students shall be permitted to with the coach/sponsor to discuss the situation prior to the time the penalty is imposed.

#### Academic Eligibility

Students at Olympia High School must be passing all four courses per week and all four courses in the previous semester to be eligible to participate in extracurricular activities. A student failing one course will not be ineligible the following semester provided they re-enroll in the course. If the course is not offered that semester, the student may enroll in a credit recovery class at their own expense.

#### Attendance Policy

Student health precedes athletic/activity participation. Therefore, students absent from school during and/or a portion of the day are not eligible to participate in contests/competitions on that day. Students may be allowed to participate with documentation (doctor/dentist/etc.) or with prior administrative approval.

### IHSA Drug Testing Policy

IHSA now requires its member districts' student athletes to consent to random drug testing to participate in state series competitions.

### Required Forms

Students desiring to participate in activities are required to have on file in the activity director's office the following fully completed forms:

- Activities Release Form
  - Signed by a parent or guardian indicating the parent's permission for the student to participate and signed by the student indicating that he/she agrees to abide by the provisions of the Activity Code and the IHSA/IESA Eligibility Rules.
- Physical examination
  - Results of a current physical examination completed within the last twelve (12) months indicating that a medical doctor has deemed the student physically able to participate. A student will NOT be allowed to begin a sports season unless his/her physical is valid through the ENTIRE season. (Ex. Water polo state finals are June 12. As students' physical expires June 1 the student will not be allowed to begin the water polo season until a new physical is acquired.)
- Health Forms
  - Signed by a parent or guardian, and the student, these health and concussion information forms document the understanding of the inherent risks for concussions and the damage concussions can cause in adolescents. The forms also document the district's procedures and requirements in the case of a suspected concussion and provide consent to treat in a medically necessary situation.

### Prohibited Conduct

1. Use, possession, distribution, purchase, sale or being under the influence of alcohol illegal drugs, or look alike drugs, or knowingly being in attendance at gatherings where these substances are used or possessed by minors, or the use, possession, distribution, purchase or sale of tobacco or drug-related paraphernalia **AT ANY TIME DURING THE CALENDAR YEAR** is prohibited. Consequently, students who are in attendance and aware of illegal alcohol or drug use at a gathering and do not leave immediately, will be considered in violation of the code.
2. Any conduct defined as gross disobedience or misconduct in the student handbook or the policies of the Olympia School District is prohibited.
3. Stealing of any equipment or the property of others is prohibited.

4. Any commission of a criminal offense **AT ANY TIME DURING THE CALENDAR YEAR** is prohibited. Conviction of a criminal offense is conclusive evidence that the student committed the offense. Other evidence may also demonstrate that an offense occurred, but mere arrest or charge is insufficient in and of themselves to show that the student committed the offense.

### Penalties

1. Except as provided below, the first (1st) violation of Part III. Training Rules, A, Prohibited Conduct, numbers #1-4 shall be punishable by a suspension range of 1 of the scheduled contests/performances in that season, to as much as an entire season. A minimum penalty of 1 contest/performance will be assessed. If the remaining contests do not permit the full penalty to be imposed in that season, the penalty will be carried over and applied to the participant's next activity. For example, the penalty is 5 contests/performances, but only 3 contests/performances remain, the remaining percent will be assessed in the next activity. If the student-participant quits the next activity, or is removed from the team by the coach or sponsor, the remaining percent of the original penalty will carry over to the next activity.
2. A subsequent violation of Part III. Training Rules, A. Prohibited Conduct, numbers #1-4 within one calendar year (365 days) from the occurrence of the first (1st) violation shall be punished by a suspension from all activities for a period of **ONE CALENDAR YEAR** (365 days). The penalty will be imposed on the day the Activities Director renders his/her decision and runs for one calendar year (365 days). Upon the request of the student, the Activities Director as provided below, may review the suspension after six (6) months.
3. If the Activities Director determines that a first violation of Part III. Training Rules, A. Prohibited Conduct, numbers #1-4 is flagrant; it may impose a penalty as if the violation were a second violation.
4. The Activities Director may require, at the expense of the student, an assessment and/or counseling before a student is allowed to return to participation. Proof of the assessment/counseling must be provided to the Activities Director.
5. The punishments set forth in Part III. Training Rules, B. Penalties, numbers #1-4 above may be modified on a case-by-case basis under the discretion of the Activities Director.

### Violation Procedures

1. If the administration receives information or reports from any source that a student has violated any of the training rules as provided in this Code, the administration shall promptly investigate the charge.
2. If there is sufficient evidence to believe a violation may have occurred, the administration shall:
  - a. Interview the student notifying them of the charge and requesting a response.
  - b. If the student denies the charge, give an explanation to the student of the 52 evidence and facts leading to the charge; and

- c. Give the student an opportunity to respond or present an explanation of the event.
3. If the administration determines the allegations are true, the administration may issue disciplinary consequences consistent with the penalties outlined in Part III Training Ruled, B, Penalties. The administration shall notify the student's parent(s) or guardian(s) of the violation and of the imposed penalty.
4. If the student disagrees with the administration's action, a meeting of the Activity Code Committee shall be convened. The Activity Code Committee shall consist of coaches/sponsors, which will be appointed by the administration with representatives from the selected areas listed below. Any coach/sponsor of these activities will be considered for appointment. The High School or Middle School administration and the coach/sponsor of the activity the student was involved in are invited to attend as non-voting members. The purpose of the Activity Code Committee shall be to determine whether or not the student committed the misconduct, and if so, whether the penalty is appropriate for the violation. A quorum of (7) members is needed to make decisions concerning violations.
5. The Activity Code Committee shall consider any relevant evidence, including any aggravating or mitigating factors, in determining what penalty is appropriate. The student and/or their parent(s) or guardian(s) shall be given an opportunity to address the Activity Code Committee. The penalty imposed by the Activity Code Committee shall be in accordance with Part B.
6. If the student disagrees with the finding of the Activity Code Committee, the appeal process is the same as any student suspension, which is detailed in the student handbook.

### Counseling Options

Any student who voluntarily admits to a problem which is a violation of the activity code and comes forward desiring help in seeking treatment, before a known violation of the activity code, under the discretion of the Activities Director may be exempt from 1st offense penalties through completion of an treatment program approved by the Activities Director and/or counseling at their own expense.

### Conference Athletics

Olympia High School is a member of the Illini Prairie Conference. The conference has ten member schools: Central Catholic, Champaign St. Thomas More, IVC, Monticello, Olympia, Pontiac, Prairie Central, Rantoul, St. Joe Ogden. Conference sports offered for boys are baseball, basketball, cross-country, football, golf, soccer, track, and wrestling. Conference Sports offered for girls are basketball, cross-country, golf, soccer, softball, track, and volleyball. The conference sponsors athletics, music, and scholastic bowl.

### FFA

The FFA is an organization for anyone interested in learning about agriculture while improving their communication and record keeping skills. The FFA is known as a "learning by doing"

organization. Members may participate in various contests, attend leadership conferences, state and national convention, work with the Ag plot, attend recreational activities, and help educate the community about the vast opportunities in the agriculture community. To be a member of the FFA, a student must be enrolled in one agriculture class and in the course SAE or be enrolled in an agriculture class both semesters.

### National Honors Society

National Honor Society is an honor society for second semester juniors and seniors. Juniors with a 3.33 grade point average and seniors with a 3.00 grade point average are considered for membership. Other factors considered for membership are leadership, service, and character. Selection is based on a rating scale with points given for grade average, participation in activities, and teacher recommendations. We induct second semester sophomores, plus juniors and seniors. "Eligibility is determined by your cumulative grade point average which must meet or exceed our chapter's standard for Scholarship currently set is a 3.5 for juniors and seniors on a 4.0 scale as well as hold. The society holds monthly meetings and has its annual initiation in April each year. At this time, the new members are formally initiated into the organization. The parents of the members are invited to attend.

### Student Council

The purpose of the Student Council is to serve as a channel of communication between students and faculty, administration, and the Board of Education. The Student Council meets every other week at a time specified for Student Council meetings. The executive council will also meet every other week, alternating meetings with the total Student Council. Students interested in Student Council should refer to the section in this handbook on student elections.

### Student Elections

Student Council officers and class boards are organized in the spring each year. Election of club officers and all incoming freshman elections are held in the fall, following the opening of school and are handled by various organizations.

## Behavior and Conduct

### Student Expectations

1. Students should conduct themselves in a responsible manner and are liable for the payment of damage repairs.
2. Students should not damage any school property (building, equipment, books, buses, etc.)
3. Students should have an attitude of cooperation, consideration, and mutual respect for the school and staff.

Behavior that may cause harm to a person or interferes with learning will not be tolerated.

### When and Where School Rules Apply

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

1. On school grounds before, during, after school hours
2. Off school grounds at a school-sponsored activity or event that bears a reasonable relationship to Olympia High School
3. Traveling to or from school, school activity, school event, and school function
4. Anywhere if conduct interferes with or disrupts the school environment

### Bullying, Intimidation, and Harassment

Taunting a student or faculty member based on their 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 a 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, school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored events or activities
3. Through a school or non-school computer network
  - a. Placing the student or students in reasonable fear or harm to a person or property
  - b. Causing a substantially detrimental effect on a student's physical or mental health
  - c. Substantially interfering with a students' academic performance
  - d. Substantially interfering with a students' ability to participate in or benefit from the

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

It is prohibited to engage in:

- Sexual activity
- Offensive touching
- Sexual harassment
- Indecent exposure (including mooning)
- Sexual assault
- Teen dating violence
- Causing damage or stealing another person's school or non-school property
- Entering school property or a school facility without proper authorization

- Being involved with any public school fraternity, sorority, or secret society

## Hazing

Hazing\* in any form is prohibited.

Students engaging in hazing may receive the following disciplinary actions:

- Removal from extra-curricular activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Recommendation for expulsion

\*Any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

## Prohibited Student Behavior

Using, possessing, distributing, purchasing, selling or offering for sale:

1. Tobacco
2. Nicotine materials
  - a. electronic cigarettes or cigarettes
3. Alcoholic beverages
  - a. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and will be treated as though they had alcohol in their possession.
4. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis, and hashish)
5. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription
6. Any performance-enhancing substance on the IHSA most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription

Intent to or possession of:

1. Any inhalant
2. Illegal drug or controlled substance
3. Look-alike or counterfeit drugs
4. Drug paraphernalia including devices that can be used to:
  - a. Ingest, inhale, or inject cannabis or controlled substances into the body.
  - b. Grow, process, store, or conceal cannabis or controlled substances.

Use or engage in:

1. Using or possessing an electronic paging device
2. Using a cellular telephone, smartphone, video recording device, personal digital assistant
3. Laser pointer
4. Engaging in academic dishonesty
  - a. Cheating

- b. Intentionally plagiarizing
  - c. Wrongfully giving or receiving help during an academic examination
  - d. Altering report cards and wrongfully obtaining test copies or scores
- 5. Being involved with any public school fraternity, sorority, or secret society
- 6. Criminal activity
  - a. Assault
  - b. Battery
  - c. Arson
  - d. Theft
  - e. Gambling
  - f. Vandalism
- 7. Operating an unarmed aircraft system (AUS) or drone unless granted permission by the building principal.

### Gang and Gang Activity

Gang\* activity is prohibited at Olympia High School.

Students on school property or at/reasonably related to any school activity, shall not:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which could be regarded as gang symbols.
- Commit any act or omission, use verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang.
- Use any speech or commit any act or omission in furtherance of the interest of any gang/gang activity, including, but not limited to, soliciting others for membership in any gangs.
- Request any person to pay protection or otherwise intimidate, harass or threaten any person.
- Commit any other illegal act or other violation of district policies.
- Incite other students to act with physical violence upon any other person.

\*Any group, club or organization of two or more persons whose purposes include the commission of illegal acts.

### Weapons

A student, who uses, possesses, distributes, purchases, or sells an explosive, firearm, knife, pellet/BB gun, toy gun, or any other object that can reasonably be considered a weapon can be expelled for at least 1 calendar year. This applies to school property and school events on and off campus. The School Board may modify the expulsion requirement on a case-by-case basis. The school administration will file a report with the appropriate local law enforcement agency. A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity/event that bears a relationship to school shall be expelled for a period of no less than one year but no more than 2 calendar years:

- A firearm
  - Section 921 of Title 18 of the United States Code
  - Section 1.1 of the Firearm Owners 27 Identification Card Act
  - 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.
- A knife, knuckle weapons of any form, a billy club, or any other objects used/attempted to be used to cause bodily harm.
  - Includes “look alike” 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.

### Prohibited Items

Personal items such as blankets, skateboards, tennis shoes with wheels, and laser pens are not appropriate items to bring to school. In addition, other nuisance items that have no acceptable purpose for school may not be brought to school or on school buses. Portable gaming systems may only be used on the bus. If the gaming unit causes a disruption, it may be confiscated. School district is not responsible or liable for lost or stolen electronic devices.

### Procedures for Behavior Policy

Provided below is a non-exhaustive list of behavioral interventions according to the four levels of restrictiveness:

1. Nonrestrictive
2. Restrictive
3. Highly restrictive
4. Prohibited 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:

- Need to be given the highest priority a
- Should be directed at the development of positive student behaviors and skills.

Nonrestrictive Interventions:

- This level may be used by any teacher, support services provider, or administrator
- Allow the student to complete adjusted task prompting allow the student to escape task proximity control calling/notifying parents punishment writing
- Contingency contracts redirecting students' physically contingent exercise
- Redirect students' verbal/nonverbal detention, response-cost differential reinforcement restitution overcorrection
- Direct instruction self-management environmental or activity modification shaping extinction
- Teaching alternative behaviors
- Modeling teaching self-reinforcement
- Peer involvement/mediation time-out (non-exclusionary - in class)

- Planned to ignore time-out (exclusionary - out of class)
- Positive practice/overcorrection
- Token economy positive reinforcement (individual or group) verbal feedback verbal reprimand

Depending upon the student's needs, IEP, etc., these interventions may be restrictive in nature. Additionally, if they adversely affect student learning or extreme negative behaviors that 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.

Restrictive Interventions:

- Restrictive interventions may be used in emergency situations or when less restrictive interventions have been attempted and failed.
- These interventions include aversive and deprivation procedures that are associated with a 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 will be written, and the IEP amended to include the behavior management plan
- Nonrestrictive interventions will be attempted prior to restrictive.
- Should only be used in the following situations:
  - Emergencies
  - In conjunction with positive interventions designed to strengthen competing behaviors

Highly restrictive interventions

- Suspension beyond 10 days in a school year
- Use of an isolations timeout room under the direct supervision of a staff member
- Expulsion with the provision of alternative educational services
- Aversive mists aromatics tastes (may only be used if prescribed by a physician)
- Mechanical restraints (excludes restraints prescribed by a physician or used a safety procedure for transportation)
- Altering the length of a school day

Restrictive interventions as the result of the IEP team's decision or administrator in the case of an emergency:

- Forced physical guidance
- Manual restraint
- Inhibiting devices Administrators retain the discretion to use the following up to 10 days in a school year
- Suspension
- Exclusion from extra-curricular activities

### Disciplinary Measure

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable. School personnel shall not advise or encourage students to

drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, but are not limited to:

1. Notifying parents/guardians.
2. Disciplinary conference with Assistant Principal or Principal
3. Withholding of privileges
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen or damaged property
6. START Day Assignment
7. After-school detention or Saturday detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student)
8. Community service
9. Seizure of contraband (confiscation and temporary retention of the personal property that was used to violate school rules)
10. Suspension of bus riding privileges
11. Suspension from school grounds and all school activities for up to 10 days
12. Expulsion from school grounds and all school activities for a definite time period not to exceed two calendar years
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity
  - a. Such as illegal drugs (controlled substances)
  - b. "Look-alikes"
  - c. Alcohol
  - d. Weapons

#### Disciplinary Procedures Board of Education Policy

It is the policy of the Board of Education to maintain an environment conducive to the educational process. School officials can impose discipline on or off school grounds, on school time, or during school events. Whenever it is necessary to exclude a student from the educational program or related services the following procedures shall be followed:

- Exclusion: any denial of educational services, programs or transportation
- Suspension: exclusion for a period, not to exceed ten school days, or until the end of the grading period, whichever is less
- Bus suspension: an exclusion from riding a school bus for any length of time
- Expulsion: exclusion for a period of more than ten school days, but not more than 2 calendar years
- Emergency: a situation where the student's presence poses an immediate or continuing danger to someone, property, or constitutes an ongoing threat of disrupting the educational process.

#### Prohibited Interventions

The district does not allow interventions that are illegal/prohibited. Copies of the Illinois State Board of Education Behavioral Intervention Guidelines can be obtained at the following address: Illinois State Board of Education, 100 N 1 st Street, Springfield, IL

The following procedures are prohibited:

- Corporal punishment
- Expulsion with the cessation of services

Physical manipulation used as an aversive procedure

### Suspension and Expulsion

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

- Suspension for a cumulative period not to exceed 10 days total in any school year.
- 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
- If a suspension is given to a student for more than 10 days or expulsion, 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.
- This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:
  - 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
  - The student's parent(s)/guardian(s) are requested to attend the multidisciplinary team meeting at the date, time, and location of the meeting.
- 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 per IDEA "manifestation determination process.
- The Board may not expel a disabled student if the MDC team determines that the student's gross disobedience or misconduct is causally 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.
- 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.
- Parent(s)/guardian(s) may object to a proposed change in their child's educational placement.
- Students who engage in serious misconduct are subject to further discipline including assignment to the START room.
- Students guilty of committing gross disobedience or misconduct, including violation of school rules, truancy, behavior interrupting the orderly process of school affairs and repeated misbehavior, are subject to suspension and recommendation for expulsion.

### Suspension Guidelines

The Superintendent, Principal, Assistant Principal, and/or designee may suspend a student upon finding that the student has been guilty of gross disobedience or misconduct. The administration reserves the right to take disciplinary action if the student misbehavior is or is not included in the student handbook. (Board of Education Policy 7:190-7:220). In the case of an emergency suspension authority, the suspension shall not exceed ten school days. 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, which constitute the student's gross disobedience or misconduct.
  - a. If the student denies the charges, the suspending official shall give the student an opportunity to explain the incident.
  - b. The suspending official shall make a finding, based upon the evidence, that the evidence supports the charges and a suspension is in order.
2. When an emergency suspension is imposed the requirements listed above shall follow.
3. After the imposition of a suspension, emergency suspension, or bus suspension, the Superintendent, Principal, or Assistant Principal(s) shall notify the student's parent(s)/guardian(s) by mail
4. The letter 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, 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 O.C.U.S.D. No. 16) for a period of days. The effective date of the suspension is/was. You are advised that the name of the student is/was suspended for the following specific reason(s):
  - a. Notice has been provided to the Board of Education. 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 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. You shall have the right to be present at the

hearing and you may appear and discuss the suspension with the Hearing Officer. (Please note the suspension will be served by name of the student, even if a review is requested.) If the Board reverses or reduces the length of the suspension, the name of the student will be immediately reinstated and will be allowed to make up any work or educational opportunities missed during the suspension, where practicable.

- b. Upon receipt of a timely written request for review of the suspension, the Superintendent shall fix a time and place for the hearing before the Hearing Officer and notify the student's parents(s)/guardian(s) in writing.

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 of the suspending official and all other pertinent evidence.
2. The Officer, the suspended student, and/or the parent(s)/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 of the suspended student, parent(s)/guardian(s), or witnesses on their behalf and other pertinent evidence.
4. The Hearing Officer or suspending official may ask questions of the suspended student, parent(s)/guardians), 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.
6. The Hearing Officer shall submit to the Board a written summary of the evidence adduced during the suspension hearing and his findings and recommendations shall be submitted to the Board not later than ten days after the hearing is concluded.
7. Within fifteen days after the conclusion of the suspension hearing by the Hearing Officer, the Board shall render a decision 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)/guardian(s).
8. 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.
9. A student may be suspended for behavior which is or results from a handicap defined in relevant state and federal law if the student is a physical danger to himself, other students, faculty, or school property.

### Expulsion Guidelines

The Superintendent, Principal, or Assistant Principal(s) are authorized to seek the expulsion of any student. However, such proceeding shall not be initiated unless said person(s) determines that:

1. There is evidence that the student has been guilty of gross disobedience or misconduct
2. The suspension is not an adequate remedy

3. A “request for appearance” has been sent
  - a. 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 parents/guardians. The “request for appearance” shall be sent by registered or certified mail to the parents/guardians and shall contain the following information: “Pursuant to Section 10-22.6 of the Illinois School Code and of 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 on date at time o’clock for the purpose of determining whether there is sufficient evidence to expel name of student from Olympia Community School District No. 16. The meeting will be held at the location. You are advised that the name of the student is reported to have committed the following act(s) of gross disobedience or misconduct at the time and date specified. The name of a 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 the hearing officer who will conduct the expulsion hearing.

If you have any questions, please contact the Superintendent, Telephone No. (309) 379- 6011. The expulsion hearing shall be closed to the public and shall be conducted by the Board appointed Hearing Officer. 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 may confront the witnesses, 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
  - a. The formal rules of evidence shall not be applicable
  - b. The Hearing Officer shall submit to the Board a written summary of the evidence adduced during the expulsion hearing and his findings and recommendations shall be submitted to the Board not later than twenty days after the hearing is concluded.
  - c. Upon receipt of the Hearing Officer’s summary findings and recommendations, the Board of Education, within fifteen days, shall render a decision as to whether the findings are supported by the evidence and either impose or deny the expulsion.
  - d. A copy shall be furnished to the student’s parent(s)/guardian(s). The decision shall specify the findings upon which the decision is based.
  - e. If the Board’s decision is to deny the expulsion, any and all notations or remarks in regard to the expulsion shall be purged 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.
  - f. 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.

### Removal from Class

A teacher may remove a student from class for disciplinary reasons for one class period at a time. Students removed from class must report immediately with a pass from the teacher to the OHS Main Office.

### Detentions

Students who find themselves in violation of school rules may be assigned detentions in the START room in one of the following ways:

1. Lunchtime Detention 10:50 am - 11:20 am; 11:20am - 11:50 am
2. After School Detention 3:30 pm - 5:45 pm

Students who fail to serve assigned detentions will be subject to additional consequences.

START room guidelines:

- In-School discipline is served in the START (Student Transition and Re-acclimation Time) room.
- Students report to the START room as soon as they arrive at school, and are dismissed at 3:20 p.m.
- Students earn class credit by completing assigned work, including tests and quizzes.
- Students who fail to follow the START room guidelines will be subject to further disciplinary action. Any student assigned a START day may not be allowed to participate in an extracurricular activity on the day(s) he/she is assigned. This includes practices, contests, meetings or any other activity.
- Students must immediately leave the building upon the conclusion of their START day assignment unless otherwise directed by the Principal/or his designee. Additional consequences may occur for students whose behavior is considered gross misconduct as stated in the activity code. These consequences can range from missing a practice to missing a full year of activities, depending on the nature of the misconduct. Students may receive consequences from the coach or the sponsor, as well.

### Saturday Detentions

Students may be assigned to Saturday Detention instead of being suspended out of school for rule infractions. Students will be assigned to a 4-hour session. Saturday Detention will be scheduled as needed and will run from 8:00 a.m. to 12:00 noon. Students who fail to report to Saturday detention or violate the established guidelines will be subject to further disciplinary action including an additional assignment to Saturday Detention.

### Discipline Code- Students with Special Needs

It is the purpose of this policy to establish the process for Olympia School District #16 to comply with relevant state and federal laws on the use of behavioral interventions for students with disabilities. Behavioral Interventions for Gross Disobedience or Misconduct by Students with Disabilities:

- Behavioral interventions will 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.
- 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.

### Re-Engagement of Returning Students

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

### Behavior Management Plan

The IEP team shall develop a written behavior management plan for students with disabilities who have significant behavioral and/or emotional needs and for such students who require the repeated use of restrictive interventions. This plan shall 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 the 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.

### Training and Professional Development

Special education teachers and related services personnel employed will be provided this policy and procedures for behavioral interventions

### Student Attire

Students shall not wear clothing or other apparel, which creates a concern for safety or disrupts the educational process.

Specific dress rules:

1. Clothing or apparel advertising drugs (including alcohol and tobacco), representing gang affiliation, or displaying any obscene messages or illustrations inconsistent with the educational purpose of the school is prohibited.

2. Bare midriffs, halters, tube tops without a cover shirt, abbreviated tops, shortened shirts, camisole tops with or without jackets, inappropriate tank tops that expose too much skin or undergarments, or other immodest attire will not be permitted at school.
3. No shredded, sliced, or ripped clothing
4. No excessively long accessories like straps or suspenders.
5. Pants are to be worn at the waist as designed. Pajama pants including those that are flannel, silk or nylon shall not be worn to school.
6. The length of shorts must be longer than the length of the pockets, however, Olympia PE shorts are not to be worn.
7. Students are encouraged to dress for their day. Students will be allowed to wear hoodies, beanies, stocking hats, and baseball hats in the hallways and at lunch. Once in the classroom, teachers may ask students to remove these items.
8. Students are not to wear jackets or coats during the school day.
9. Students are not allowed to carry sports bags during the school day.
10. The wearing of a chain(s) by students on their waist or elsewhere that exceeds 6" in length is prohibited. No chains may be worn on the exterior of a pocket no matter the length.
11. Spiked apparel, accessories, or collars are prohibited.
12. Blankets are not permitted to be carried around or worn during the school day.

#### Food and Drink

Students are permitted to possess only water in school, as long as it is held in a clear container with a secure lid. Outside drink containers from restaurants, coffee shops, gas stations, etc. are prohibited. Containers are subject to examination by school officials. No food is permitted in the academic hallways or classrooms (exceptions may be made for students who have not had time to finish his/her breakfast).

#### Backpacks

Students will be allowed to carry backpacks with them throughout the school day. However, teachers have the discretion to ask students to place their backpacks in designated locations in the classroom to ensure a safer learning environment. Additionally, teachers may request students keep their backpacks in their lockers for particular classroom activities. (Science labs, food labs, etc...)

#### Public Display of Affection (PDA)

Displays of affection shall be limited to hand holding. Students involved in other displays of affection are subject to a warning from staff members and notification to administration. For 2+ violations, the student may be assigned additional consequences.

#### High School Dances

Students wishing to bring a student from another school to a dance must complete an approved guest request waiver through the Assistant Principal. Students under high school age and guests over the age of 20 may NOT attend. Guests of OHS students are asked to sign in at dances,

show a form of picture ID, and conduct themselves in an appropriate manner. The OHS student hosting the guest is responsible for the conduct of his/her guest.

### Good Night Rule

Once a student leaves a school activity he/she will NOT be readmitted to the activity and must leave the school grounds. Violators will be subject to arrest for trespassing.

### Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following:

- cell phone
- smart phone
- audio or video recording device
- personal digital assistant (PDA)
- Ipod or ipad
- laptop computer
- tablet computer
- or other similar electronic device

Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal. During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless:

- a. permission is granted by an administrator, teacher or school staff member;
- b. use of the device is provided in a student's individualized education program (IEP);  
or
- c. it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period. Students should not use phones during advisory. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

1. using the device to take photographs in locker rooms or bathrooms;
2. cheating; and
3. creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school. Students in violation of this procedure are subject consequences.

### Student Use of Computers/Internet

At Olympia High School, each student and their parent(s)/guardian(s) must sign an authorization before being granted unsupervised access. When signing this authorization, students and parents are given an Internet Use Agreement, which explicitly states guidelines for computer usage in this school district. The failure of any user to follow the terms on the Internet Use Agreement will result in the loss of privileges, disciplinary action, and /or appropriate legal action. The following handbook guidelines in no way usurp or replace those district wide policies but are an attempt to briefly express “easy to understand” guidelines for computer usage in the high school. In order to protect OHS computers, students shall refrain from the following:

1. Damaging, abusing, or altering hardware computer systems.
2. Tampering with or adding unauthorized software.
3. Introducing a computer virus.
4. Accessing or communicating with inappropriate resources.
5. Conducting immoral or criminal activities.
6. Only e-mail address to be used for mail to be sent and received from Olympia is the email address that includes olympia.org. No other email address may be used at school on Olympia School District computers. Students are not to use school computers for the purpose of communicating by means of chat rooms or instant messengers.
7. Invading the privacy of others (no password sharing). No posting of anonymous messages.
8. Other inappropriate use or abuse.

\*The teacher will refer any violation of this policy, or the Internet Use Agreement Policy. The school consequences of START Days, Saturday Detention, Out of School Suspension, Expulsion, and/or revocation of computer/internet access will be used for violations of these policies

### Confiscation of Personal Devices

School personnel will confiscate all personal electronic devices that are not being used for educational purposes, with teacher permission during class. The item can be picked up in the OHS main office at the end of the day. If a second violation occurs, the device will be confiscated until a parent comes to the office to retrieve it. Students using electronic devices who disrupt the educational environment at school may receive disciplinary consequences. If a student needs to use a digital device to complete a class project, the student must obtain written permission from the teacher and keep the permission slip on his/her person. If a student refuses to comply regarding use of an electronic device to a staff member upon request, they may receive at minimum one or more Saturday Detentions, especially after direct request from a staff member.

If a student refuses to comply regarding the use of an electronic device to a staff member upon request, they may receive at minimum one or more Saturday detentions, especially after a direct request from a staff member.

### Academic Halls

#### Before School

- Students are not allowed to sit in the hallways during this time. If students want to sit, they need to go to the OHS cafeteria and sit at the tables.

## During School

- Freedoms and responsibilities in the academic halls during class time
  - A student may be in the halls as long as he or she is authorized with a pass by a teacher/administrator
  - A student may be in the halls only for the purpose of going to or coming from his/her locker, the library, going to the restroom, or for an appointment with a teacher
  - Students are not to make noise or disrupt classes in any way
  - A student must be moving quietly to or from one of the above locations but is not to be sitting, standing, or loitering.
    - Any student violating any of the above regulations will be taken to the Assistant Principal and may be required to attend after school or before school detention at the discretion of the Assistant Principal.

Passes may be revoked on a temporary/permanent basis if students abuse the pass privilege.

## Student in Unauthorized Areas Without Permission

Students are not to be in unauthorized areas of the building/school grounds during the school day or at times before or after the school day without specific permission from a staff member. Students out of class on a pass or to go to the restroom are to take the shortest route to the nearest destination and to return by the same route. The parking lots, locker rooms (when not in PE class), vacant classrooms, storage areas, restrooms, and hallways (when not in possession of a hall pass) are always considered to be unauthorized areas. High school students may NOT be in the middle school hallways or classrooms during the school day. During passing periods of OMS students, high school students are NOT to deter or socialize with middle school students. Students who violate this rule are subject to disciplinary consequences.

## Bloomington Area Career Center (BACC)

Attending the Bloomington Area Career Center (BACC) is a privilege. Students are expected to follow all rules and work to their potential while attending BACC. Junior/Senior students who express an interest in attending the BACC must meet attendance, academic, and behavioral guidelines to be accepted into the program. Students must complete an application in early February with their guidance counselor. If accepted into BACC, the students will be enrolled for the entire year. Students are expected to maintain a “C” average or better, have a good attendance record, and be cooperative and 34 respectful on the BACC bus. If students do not meet these expectations, they will be dropped from the program. Transportation will be provided for all BACC students through the school. However, students will be allowed to drive to BACC if they have completed a district provided driving waiver. Any driving and/or behavior violations could result in disciplinary actions or removal from the program.

## Jurisdiction and Law Enforcement

All 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 these rules will be subject to

suspension and possible recommendation for expulsion. The school administration will file a report with the appropriate local law enforcement agency. of school rules.

### School Resource Officer (SRO)

Olympia High School uses an SRO to maximize our efforts as a rural and isolated school to keep students safe. The duties of our SRO include, but are not limited to:

1. The enforcement of criminal law in protecting the students, staff, and public at large against criminal activity.
2. Provide information concerning questions about law enforcement topics.
3. Speak to students on a variety of law enforcement related topics as requested by and under the supervision of a certified staff member.
4. Coordinate investigation procedures between the Police and school administrators.
5. Provide law-related counseling on a limited basis to students, faculty, and staff.
6. Handle initial police reports for crimes committed on campus.
7. Take enforcement action on criminal matters when appropriate SRO, Deputy Lonnie Kirby, may be reached for critical matters at 379-5911, ext. 9187.

### Reciprocal Reporting with Law Enforcement Officials

With a reasonable belief that an emergency exists, call emergency responders (9-1-1), signaling or setting off alarms or signals indicating the presence of an emergency, or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity. It is the responsibility of the District Administration to protect each student under their control, assuring that the student's legal rights are not violated. Protection of the student's rights shall be balanced with the District's responsibility to cooperate with local police and agency officials in the officials' investigation of unlawful activities. Inherent in the process of cooperation is recognition of the function of the schools and respect for the civil and constitutional rights of students. Whenever an agency or police officer requests to interview a student in school, the request shall be handled in the most judicious manner. Procedures for a student interrogation shall be developed and maintained by the Superintendent.

### Preventions and Response

Bullying, Intimidation, and Harassment:

Students are encouraged to immediately report bullying. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. 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. 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. Anonymous reports are also accepted via phone, email, or on the Olympia High School website. School officials may request or require a student or his or her parent/guardian to provide a password and other related account information to gain access to the student's account through a social networking website. This request may be made if there is reasonable cause to believe that the student's account contains evidence that a school disciplinary rule or Board policy was

violated. In the course of an investigation, the student may be required to share the content in order to allow school officials to make a factual determination.

### Search and Seizure

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

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

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

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

### Student Searches

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

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

### Seizure of Property

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

### Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the

student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

### Making a Complaint

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, or dean of students.

### Substitute Teachers and Employees

Substitute teachers and other substitute employees retain the same responsibility and authority as the persons for whom they are employed. Students' obligations toward substitute employees are the same as toward permanent employees.

### Visitors/Volunteers

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

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

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

No person on school property or at a school event shall perform any of the following acts:

- Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- Damage or threaten to damage another's property.

- Damage or deface school property.
- Violate any Illinois law or municipal, local or county ordinance.
- Smoke or otherwise use tobacco products.
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
- Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
- Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
- Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
- Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
- Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

## School and District Policies

### Sexual Harassment

Any student who makes unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct, or other communications constituting sexual harassment to any other student shall be subject to discipline, including suspension and possible recommendation for expulsion. Students should report incidents of sexual harassment to the Counselors, Assistant Principal, Activities Director, or Principal. If the student is not satisfied with the outcome of the action taken in regards to his/her report, said student should refer to the uniform grievance procedure for students of Olympia C.U.S.D. 16.

### Uniform Grievance Procedure

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 203 including:

- Title II of the Americans With Disabilities Act
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Claims of sexual harassment under the Illinois Human Rights Act
- Title VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments Act of 1972

This procedure does not limit the option of the district and a grievance(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be

conducted at an agreed time and place, which will afford a fair and impartial opportunity for all persons.

The grievance procedure is not required if the grievance(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, assistant principal, coordinator, and guidance counselor for equal opportunity. Time limits refer to days when school is in session.

Procedure listed in the following five steps:

1. 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 event giving rise to a grievance. An oral response must be made within five (5) days.
2. If a 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.
3. If the grievance is still not resolved, it should be submitted in writing within ten (10) days to a district complaint manager under Board Policy 203. 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 grievance and the district representative within ten (10) days and a written response made within five (5) days.
4. 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.
5. If the issue is not satisfactorily resolved on Step IV, the grievance(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.

### Registered Sex Offenders

A 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 or because a parent or guardian, 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 the 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.

### Work Permit Procedures

Students under 16 years of age who are going to work in Illinois must have a work permit. Work permits are secured from the school principal.

A work permit may be issued upon presentation of the following:

1. A birth certificate or a transcript thereof furnished by the state or county
2. The completion of a form obtained from the principal's office requiring a statement of intention to employ signed by the sponsor or employer, or by someone duly authorized by him, setting forth the specific nature of the occupation in which he intends to employ such minor and the exact hours of the day and number of hours per day and per week during which the minor shall be employed

### Asbestos Plan Notice

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 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 (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 the Assistant Superintendent of Operations and Resources at (309) 379-6011.

### Pesticide Application Notice

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 bait, 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 in the school's main office for the current school year. Submit the completed form to the District business manager at, Olympia School District #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.

### Voting

The Superintendent or designee shall specify the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15<sup>th</sup> day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

### 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, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

### Student Records

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

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request

that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of

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<sup>1</sup> This section is only applicable to high schools. The board, by policy, may allow scores received on college entrance examinations to be included on a student's academic transcript, if a request is made in writing by an eligible student or student's parent/guardian. If your district has a board policy on point, include this language in your handbook procedure.

personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

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

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

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

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

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or

school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

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

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

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

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

The name and address of the Office that administers FERPA is:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

### [Related Service Logs](#)

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a

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<sup>2</sup> This section is only applicable to high schools.

child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

### [Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act](#)

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work

- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

### Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed 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.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student’s individualized education program.

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

For information on home or hospital instruction, contact: OHS Principal, Ed Jodlowski

## Beyond OHS

### Contact the Counseling Department

Karen Blessing ..... Guidance Admin Assistant ..... 309-379-5911 ext. 9023  
 Lisa Steve ..... College and Career Counselor ..... 309-379-5911 ext. 9052  
 Allison Baker..... School Counselor A-K ..... 309-379-5911 ext. 9059  
 Alex Castillo ..... School Counselor L-Z ..... 309-379-5911 ..... 9051

### School Counseling Services

The mission of the OHS Counseling Department is to provide all students, regardless of individual differences, to acquire the self-knowledge, educational, occupational, and career development competencies necessary to function and contribute to a changing society. In addition, the OHS Counseling Department strives to work alongside the mission of OHS to inspire, educate, and

challenge each student to achieve personal success. In an effort to achieve this mission, parents/guardians of school staff at the middle school and high school may refer students for counseling, or students may request counseling. The focus of the counseling program is to help students better understand the world they live in and make better decisions to lead functional and successful lives. There is no cost of counseling services through the school district, and these services do not replace services provided in therapeutic outside counseling agencies. It is policy of OMS and OHS to obtain parent/guardian written permission for counseling that extends beyond five sessions in a school year or that is planned on a regular basis. Services include intake assessments, short term individual counseling, crisis intervention, group counseling, and referrals as needed. Referrals include counselors connected to Olympia CUSD 16 through partnering community agencies. By signing the Informed Consent form through online registration, parents and students are indicating that they understand that school counseling services are aimed at the more effective education and socialization of students within the school community. These services are not intended to substitute psychological counseling, diagnosis, or medication, and are not the responsibility of the school. If you have any other following questions or concerns please consult the Olympia High School Counseling Website.

### Schedule Changes

The first step in requesting a schedule change is for a student to see his/her counselor. Changes of schedule must be initiated through a student's counselor. Schedule changes will only be made for the following reasons:

- a. Academic failure as noted or confirmed by the subject area department chair
- b. A change is required to meet graduation requirements for high school
- c. A change is required for acceptance to a college, trade school, or program requiring a specific course of study.

Students should never decide not to attend class before an official schedule change is final. Students have until the second full day of the new semester to make any changes in scheduling.

Drop and Transfer Regulations: The student must notify the counseling office in writing their intentions of dropping out or transferring.

The required form to transfer classes can be found on the OHS Counselling website or in the counseling office.

### Early Graduation Guidelines

Students are encouraged to attend high school for eight semesters in order for them to access the educational opportunities available to them. Attending high school all four years allows students to grow mentally, socially, physically, and emotionally prior to entering the world of work or beginning post-secondary educational opportunities. Only a small minority of high school students are able to graduate early, reaching their peak in the above stated categories. The option to apply for early graduation must be given careful consideration by students and parents. The early graduation application and policy is available upon request in the Guidance Office. All materials **MUST** be turned in by June 1 of the students junior year. The recommended GPA for students wishing to

graduate is a 3.0. For more information on early graduation and forms consult the following counseling website or contact the department.

### Graduation Requirements

All students are expected to score at career and college level readiness marks on standardized assessments. Students who do not meet the minimum requirements may be assigned into a remediation program. The remediation will take place during the senior year as prescribed by the high school principal.

### College Entrance Requirements

In 1993, the Illinois Board of Higher Education required all state-supported Illinois universities and colleges to only admit students completing specific high school courses. These mandates change slightly each year due to new legislation, and most colleges maintain these requirements and will keep them adapting to future changes. The minimum course requirements for students entering state colleges or universities in 1993 and beyond are:

- Four years of English emphasizing written and oral communications and literature.
- Three years of social studies emphasizing history and government.
- Three years of mathematics including introductory through advanced algebra, geometry, trigonometry, or fundamentals of laboratory sciences.
- Three years of laboratory sciences.
- Two years in electives in the same foreign language, music or art.

Schools also have the authority to accept vocational education courses in place of language, music or art. Students planning to attend college after graduation must do more than simply meet the course requirements listed above. All Illinois state-supported four-year colleges require a certain score on the ACT or SAT. Many colleges have their own specific requirements that may vary by major. Students are encouraged to contact the guidance office for information specific to their post-high school plans.

### Campus Visits

Junior and Senior students are allowed three school days to visit a college campus or go for an interview with a prospective employer. Arrangements should be made by obtaining a form in advance from the main office. You can get these forms from Mrs. Blessing in the counseling office.

### Representatives Visiting Olympia High School

College and Technical School Representatives as well as prospective employers are invited to visit the high school and talk to students who may be interested in the respective schools and/or business. Representatives are stationed in the commons area during advisory and lunch hours. Students may schedule individual meetings with representatives through the guidance office.

### NCAA and NAIA Eligibility

Students interested in participating in college level athletics are highly encouraged to verify the guidelines set forth by college level athletic organizations such as NJCAA, NAIA, and NCAA. High school course requirements are not aligned exactly with college academic requirements, and it is

the responsibility of the student and their parents/guardians to verify a student's high school courses meet the correct requirements to participate in collegiate athletics. Students are encouraged to notify their school counselor if they are interested in participating in college athletics.

## Health Services

### Contact

Melissa Pfeffer ..... Nurse ..... 309-379-5911 ext. 9045

### Health Services

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. A child with persistent vomiting 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.
- If there are signs of conjunctivitis ("pinkeye") with drainage/matter coming from one or both eyes, itching, and/or crusts on eyelids. Your 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 pediculicide. Refer to the 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 your child to school without speaking to the school nurse about your child's symptoms 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.

### Student Concussion and Head Injuries

Students identified as having a concussion or head injury, diagnosed by a doctor or athletic trainer, must comply with the following regulations. Student athletes must observe the Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A

student non-athlete is expected to follow school guidelines as outlined and communicated by the school nurse. A student who was removed from the classroom, a practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

### Enrollment Requirements

All 9th grade and transfer students enrolling for the first time at Olympia High School must have completed the required health examinations and presented proof of immunity, which is required by the Illinois Department of Public Health and the Illinois State Board of Education, by September 15th. Students who fail to provide proof or required immunizations will not be allowed to attend school. Emergency cards/contact information, which are essential in the event of a student's illness or injury at school, are to be made out and returned to the Olympia High School Office.

### Admission to School After Illness

A note or phone call from a parent or guardian explaining a student's absence is required at all times. Students are urged to remain at home at the onset of a cold or illness, when rest and treatment are apt to be most beneficial. This practice usually results in quicker recovery; less time lost from school, and reduced spread of infection to others. Please cooperate with this request.

### Communicable Diseases

All cases of communicable diseases (German Measles, Mumps, Red Measles, Chicken Pox, etc.) must be reported to the Health Service Office. Exclusion from school is determined by the regulations of the State Department of Public Health. No modification or exceptions are made regarding these regulations.

### Illness or Injury Occurring at School

Report any illness or accident to the teacher or activity director; then report directly to the Health Service Office. First aid treatment will be given. The nurse will call the parent(s) or guardian(s) if the student should return home or if further medical attention seems necessary. Students who become ill at school are required to go to the nurse. The nurse will contact the parent(s), guardian(s), or responsible adult for consent to send the student home. **AT NO TIME** will a student who is injured or ill be sent home unless a contact is made.

### Accidental Injuries

All student accidents occurring on the school grounds during and after school, as well as those occurring at Olympia High School sanctioned events off the school grounds should be reported to the teacher or activity director, and to the nurse. An accident report will be initiated and its detailed completion (by appropriate personnel) is required.

### Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and

parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “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 and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student’s diabetes care plan, which must be on file with the school.

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

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

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

### Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or

district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### Emergency Aid to Students

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

### Health Services

A vision-screening program is conducted for all freshmen and new transfer students. Hearing screenings will be given to all freshmen and new transfer students. Screening procedures for other students are done upon referral from teachers or upon request of parents, guardians, or students. Any significant deviations from normal hearing or vision will be reported to parents or guardians.

### Homebound Instruction

A student who is absent from school, or whose physician, physician assistant or licensed 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.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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

## Transportation

### Bus Riders

General bus rules and guidelines:

- Obey the instructions of the driver at all times
- Treat others as you wish to be treated
- Use appropriate language
- Stay seated and keep body parts inside the bus
- Keep the bus clean and free from defacement/damage
- Utilizing electronic devices is allowed as long as they are not a distraction
  - School district is not responsible for lost or stolen electronic devices
- Using or possessing alcohol, tobacco or controlled substances is prohibited
- Eating, drinking, or chewing gum is prohibited

In the event of inappropriate behavior on the bus, the following procedures will be taken:

- First offense: Verbal warning and possibly a call to the students parent
- For further offenses: Bus Conduct Report will be issued
  - Student and guardians will be aware of the situation
  - The Principal will discuss the situation with the student and implement discipline as necessary
    - Consequences may include the loss of bus privileges

### Student Drivers

Students driving to school and parking in the student parking lot will be assigned specific parking spots. Students are required to ALWAYS park in this spot only and must display their parking permit tag on their rear view mirror. If the student is a senior who has achieved the college readiness benchmark derived from SAT (1010) /ACT score (24) or they achieved a 20% increase in their SAT score from their PSAT, they will be added to the list that allows them student to select his or her parking spot from all spots in the lot. Everyone else will follow after. Parking passes will be distributed on a first come first serve basis.

Students are required to register their cars and will be required to park only on the northeast and south end of the faculty parking lot. Students are not to park in employee parking areas during the school day.

Students are also expected to abide by the following regulations:

- Students driving recklessly will not be tolerated
- Students are not to sit in their cars during the school hours
- Students are not to drive through unpaved areas
- Students must yield for buses
- Students must park in their respective spot and display a valid parking tag
- Students are not to transport other students who are violating school rules

Students who violate any parking regulations will be subject to disciplinary consequences determined by the OHS Administration.

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The new and improved version of the Olympia High School Parent-Student Handbook was revised and created by Grace Castleman and Taylor Nowaskie as a part of the English 102 Multimodal Composition dual credit course.

