

**OLYMPIA HIGH SCHOOL**

**DISTRICT NO. 16**

*Olympia High School  
(309) 379-5911*



**STUDENT-PARENT**

**HANDBOOK**

**2018-2019**

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

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## WELCOME

Dear Olympia Student:

The faculty, staff, and administration of Olympia High School welcome you to the 2018-2019 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

### OLYMPIA HIGH SCHOOL ADMINISTRATIVE STAFF

Dr. Ed Jodlowski, Principal	379-5911, ext. 9010
Mr. Mike Jones, Dean of Students	379-5911, ext. 9011
Mr. Mike Castleman, Activities Director	379-5911, ext. 9012

## 2018-2019 CLASS/BLOCK SCHEDULE

### OHS DAILY SCHEDULE

Block	Begin	End
1 <sup>st</sup> block	8:25	9:50
2 <sup>nd</sup> block	9:55	11:20
Jr/Sr Lunch	11:20	11:55

Jr/Sr Advisory	12:00	12:30
Fr/So Advisory	11:25	11:55
Fr/So Lunch	12:00	12:30
4 <sup>th</sup> block	12:35	1:55
5 <sup>th</sup> block	2:00	3:20

**LATE START/ MORNING ASSEMBLY SCHEDULE**

8:30 – 9:20	Late Start/Assembly	
9:25 – 10:35	1st Block	
10:40 – 11:45	2nd Block	
Lunch	11:50	12:25
Advisory	12:30	1:00
1:05 – 2:10	4th Block	
2:15 – 3:20	5th Block	

<b>LATE START DATES:</b>	September 19, 2018	January 23, 2019
	October 17, 2018	February 20, 2019
	November 14, 2018	March 20, 2019

**OHS AFTERNOON ASSEMBLY SCHEDULE**

1 <sup>st</sup> block:	8:25 - 9:35
2 <sup>nd</sup> block:	9:40 - 10:50
4 <sup>th</sup> Block:	10:55 - 12:05
12:10-12:40:	Lunch
12:45-1:15:	Advisory
4 <sup>th</sup> Block:	10:55 - 12:05
5 <sup>th</sup> Block:	1:20 - 2:30
ASSEMBLY:	2:35 – 3:20

**ANCILLARY INFORMATION**

**OLYMPIA HIGH SCHOOL**

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 the Illinois Virtual High School (IVHS) 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.

**GENERAL INFORMATION**

This handbook is provided so that students and parents can become familiar with the general policies of the school. It contains information that should be known by all those connected with the school.

**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. 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.

**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. 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: [http://www.olympia.org/parents\\_students/student\\_insurance/](http://www.olympia.org/parents_students/student_insurance/). 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:

1. Immediate Enrollment
2. Choice of Schools
3. Transportation
4. Services
5. 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 379-5911 extension 9054.

### **INFORMATION AND GENERAL NOTICES**

#### **FINES, FEES, and CHARGES; WAIVER OF STUDENT FEES**

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met: 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. Parent/guardian 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.

#### **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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

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

**SCHOOL VOLUNTEERS**

All school volunteers must complete the Volunteer Form and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

**ACADEMIC INFORMATION**  
**GRADUATION REQUIREMENTS OF OLYMPIA HIGH SCHOOL**

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

**ACADEMIC AREA**

English	4
Math	4
Social Sciences	3
Science/Ag Science	4
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 REQUIREMENT**

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. Below are potential services/learning options for students looking for ideas to fulfill their service learning requirement for graduation. The list is not all-inclusive. Students with plans not listed should seek approval from the counselor or principal. Activities should be completed for an individual outside the immediate family and must be done without pay in order to meet service learning guidelines.

- School – work at school functions, tutoring, etc.
- Church – choir, volunteer for Sunday school, help at dinners, mission trips, etc.
- Neighbors – rake yards, mow lawns, shovel snow, baby-sit, pick up groceries, water & feed pets, wash windows
- Visit and Volunteer at the Nursing Home/Volunteer at community events.
- Students completing service hours for another school group may also use those hours toward their service learning graduation requirement.

**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.

**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.

**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

## **PHYSICAL EDUCATION AND 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. The student must have previously passed on Physical Education requirements.

## **NCAA/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. For more information regarding eligibility guidelines, please visit the following sites:

<http://www.playnaia.org/>

<http://www.ncaa.org/student-athletes/future/eligibility-center>

## **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.



## **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:

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

**THE STUDENT 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.

## **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:

- a. Four years of English emphasizing written and oral communications and literature.
  - b. Three years of social studies emphasizing history and government.
  - c. Three years of mathematics including introductory through advanced algebra, geometry, trigonometry, or fundamentals of laboratory sciences.
  - d. Three years of laboratory sciences.
  - e. 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 American College Test (ACT). The ACT test is taken at school in March of the student's junior year. **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 two 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.

## **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.

## **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.

## **DUAL ENROLLMENT**

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

1. The student is a junior or senior.
2. The course is not offered in the high school curriculum or the course at Olympia High School will not fit into a graduating senior's schedule;

3. The course is approved in advance by the high school guidance counselor and the high school principal;
4. The student assumes responsibility for all fees.
5. 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.

### ADVANCED PLACEMENT (AP) COURSES

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

AP U.S. History	AP German	AP Language
AP Calculus	AP Biology	AP Computer Science Principles
AP Literature	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 are required to complete an application for consideration to be enrolled in AP coursework. 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. The cost of this exam, approximately \$90.00, is the student's responsibility. State and national fee subsidies may apply for students who qualify. Students unable to pay for the exam should consult with course instructor or the principal. Attainment of a certain score may result in college credit earned. The exam must be taken to earn weighted grading and AP credit. Attainment of a certain score may result in college credit earned.

### Grade Process for Advanced Placement/Dual Credit Classes:

Weighted grades will be assigned for AP courses and Dual Credit courses (Beginning with the class of 2019). 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	Regular GPA Points	AP GPA Points	Dual Credit Points
4	4	5	5
3	3	4	4
2	2	3	3
1	1	2	2

### LEVELS OF LEARNING DESCRIPTORS

4	<b>Advanced Skill Demonstration-</b> 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. <b>Exemplary/model work.</b>
3	<b>Skill Attainment-</b> The student demonstrates an understanding of content knowledge and skills.
2	<b>Approaching Skill Attainment-</b> The student is beginning to demonstrate a basic understanding of the required skills and content knowledge.
1	<b>Beginning Skill Attainment-</b> The student does not demonstrate progress towards meeting the expectations of required content knowledge and skills.
X	<b>Lack of Evidence – Missing or incomplete –</b> The student will not be able to receive credit in a course if there is lack of evidence.

### 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 to not reassess after receiving a 1 to email his or her parent explaining why the student has chosen not to reassess.
- Each teacher will work with a student individually to determine a time line 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.

### **GRADE PROCESS FOR DUAL CREDIT COURSES**

Students taking Dual Credit courses through Heartland community college will utilize the Heartland grading scale.

### **FINAL REASSESSMENT PROCEDURES**

All courses will have a concluding assessment (test, paper, presentation, performance, or project) which may assess cumulative skills. The assessment should be a reflection 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. This concluding assessment should come at least one day prior to the end of the semester. A student may waive attendance of the final reassessment date (final date of the semester) if he/she has earned a preponderance of 3's and 4's in a course and has obtained a blue or white card.

The final reassessment 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. Students who do not meet the same level of assessment will meet with the teacher regarding his/her performance or take an alternative assessment. If a student has earned a blue or white card, the student is exempt from the final reassessment activity. If a student has not earned a blue or white card, he or she is required to be in attendance the final day for the reassessment activity. If the student is ill, he or she may be required to have a doctor's note. A student not completing the final reassessment activity will receive a mark of X and will fail the course for the semester.

### **FINAL SUMMATIVE ASSESSMENT 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 (class of 2019) will utilize the grading scale for the institution and course as set by the community college or college.

### **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; and
- 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.

### **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 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.

### **OHS SUCCESS CLUB**

Success club meets approximately 20 times per semester on Tuesdays and/or Thursdays after school in the OHS Media Center from 3:30 – 5:30pm. 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).

### **CLASS RANK**

Beginning with the class of 2018, 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. For the classes of 2017 and 2018, a valedictorian will be selected based on the highest cumulative grade point average after eight semesters.

**\*If any university or scholarship requires a rank, the school will provide it directly to the organization.**

### **CRITERIA FOR BLUE & WHITE CARDS**

The blue and white card incentive program recognizes students who have excelled in academic, attendance, and behavior for the semester. Students are eligible based on the following criteria:

### **BLUE CARDS**

- SEMESTER GPA OR HIGHER/INCREASE of .5 in SEMESTER GPA FROM PREVIOUS SEMESTER
- 20 OR FEWER BLOCKS EXCUSED ABSENCES (excluding field trips, funerals, and college days). ***\*\*Students are expected to be in a block for at least half of the block time to be considered present for that block.***
- NO ASSIGNED-Detentions/START Assignments
- NO SUSPENSIONS OF ANY KIND
- NO UNEXCUSED ABSENCES

#### WHITE CARDS

- 2.75 SEMESTER GPA OR HIGHER or INCREASE of .25 in SEMESTER GPA FROM PREVIOUS SEMESTER
- 30 OR FEWER BLOCKS EXCUSED ABSENCES (excluding field trips, funerals, and college days). ***\*\*Students are expected to be in a block for at least half of the block time to be considered present for that block.***
- NO ASSIGNED Detentions/START Assignments
- NO SUSPENSIONS OF ANY KIND
- NO UNEXCUSED ABSENCES
- NO FAILING GRADES

Blue Card holders receive 4 block waivers from attendance the final reassessment date if the student has received an A or B in the course. White Card holders receive 2 waivers from the final reassessment date if the student has received an A, B, or C in the course. Junior and Senior students receiving blue or white cards are eligible for double lunch one day a week. Sophomores receiving blue or white cards are eligible for 5 minutes of early release on Wednesday's for lunch. Freshmen are not eligible for early lunch release until second semester.

#### 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 Range

A	4 POINTS	3.51 – 4.0
B	3 POINTS	2.51 – 3.5
C	2 POINTS	1.51 – 2.5
D	1 POINT	.51 – 1.5
F	0 POINTS	0 - .5

#### 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 junior year. The recommended GPA for students wishing to graduate is 3.0.

#### OLYMPIA HIGH SCHOOL ACADEMIC ADVISEMENT PROGRAM

Each student at Olympia High School will meet daily with a faculty advisor for twenty-five minutes. The purpose of this program is to provide students with individualized academic support and challenge students to reach their full potential in all areas of their schooling.

#### ADVISORY OBJECTIVES

1. To provide opportunities that help students master the skills of reading, oral and written communication, computation, and problem solving.
2. To provide an environment, which helps students, parents, and other community members demonstrate a positive attitude toward education.
3. To foster a feeling of adequacy and self-worth in all students so they may better seek their roles in life, and the opportunities for students to understand themselves and their personal environment.
5. To provide students the opportunities to use and develop their mental, physical, and creative talents, in setting goals which will raise their standard of excellence in all areas.
8. To provide equal educational opportunities for all.
9. To help individuals find their most productive roles in life by providing occupational awareness and opportunities to train for the world of work.
10. To provide experiences, which result in habits and attitudes associated with responsible citizenship.
11. To provide a climate which promotes the development of student self-discipline and the desire to want to act in a responsible manner.
12. Inform students of testing requirements and scheduling

### 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-SICK (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. Student 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.

### 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.**

- 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.**
- After the 8<sup>th</sup> 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.***
  - A WAIVER may be granted by the administration due to grave illness or exceedingly unusual circumstances. Parents must request this waiver from administration.
  - The attendance office will send a 5-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.*
- Absences exempt from the 8-day count are:
  - 2 college days per senior and 2 per junior year
  - Disciplinary suspensions
  - Prearranged FAMILY vacations of 3 days or less per year.**
- Failure to provide a doctor's note after the 8th absence could result in disciplinary consequences.**
- 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

F. Students may also be recommended to the SAVE or Alternative School after multiple consequences.

#### **EXAMPLES of EXCUSED ABSENCES**

Illness  
Doctor Appointment  
Death in the Family  
Approved College Days  
Family Emergency  
Activity Beyond School  
Pre-Arranged Vacation

#### **EXAMPLES of UNEXCUSED ABSENCES**

Oversleeping  
Working  
Missing the Bus  
Leaving school without approval  
Running Errands  
Returning home for non-emergency  
"Senior Skip Day"

**Students will not be excused from school by "parent request" without valid cause. Parents should expect to provide a valid reason to the school regarding a student's absence including family emergency, activity beyond the school, or extended vacation.**

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.

#### **EARLY DISMISSAL**

- A. 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.**
  1. The administration encourages parents to make appointments outside of regular class hours.
  2. 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.
- B. 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.
- C. 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.

#### **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 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. Each additional tardy will result in further disciplinary action.

### **MAKE-UP WORK POLICY**

Students will have one class day for each day absent to complete make-up work. **Students are not allowed to make up any work for unexcused absences except in disciplinary circumstances, such as suspension.** Make-up tests or quizzes may be administered outside of school hours at the teacher's discretion. Students who know they will be absent are expected to inform their teachers and complete all make-up work in a timely manner. **Parents are responsible for collecting the assignments from the OHS Guidance Office. Requests for homework of absences less than three days in duration should be made directly to your child's teacher.**

### **BEHAVIOR AND CONDUCT - STUDENT EXPECTATIONS**

The staff of Olympia High School believes that students should conduct themselves in a highly responsible manner. We further believe that the students are responsible for their actions and liable for payment of damage repairs that should not be paid for with taxpayer money. We want students to feel proud of their school and refrain from any act, which might damage the building, equipment, books or buses. Only the student body can discourage thoughtless acts, which would cause needless damage.

The environment of Olympia High School encourages learning for all students. With an attitude of cooperation, consideration, and mutual respect in our school, learning can be enjoyable and meaningful for everyone. Our teachers are aware of the rights of students and believe in the dignity of all individuals within our school. However, behavior that may cause harm to a student or to persons for whom we are responsible, or which interferes with learning, will not be tolerated. We expect high school students to behave in a manner that will be a credit to themselves, their parents, and the school. This kind of behavior will allow the best possible climate for learning to develop. The teachers are ready and willing to help students gain everything possible during their years at Olympia High School.

### **REMOVAL FROM CLASS:**

Removal from class for disciplinary reasons is a serious matter. A teacher may remove a student from a 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.

### **JURISDICTION AND 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 a 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 Jordan Krone, may be reached for critical matters at 379-5911, ext. 9187.**

## **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.

## **PROHIBITED STUDENT CONDUCT**

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

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

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

**PLEASE NOTE: Only medications necessary to maintain the student in school and given during school hours will be administered. Students are NOT permitted to carry any medications on their person during the school day without the permission of the Nurse's office or principal. Students who choose to carry medication (prescribed or over-the-counter, legal or illegal) on their person during the school day are subject to severe consequences. Students who sell or give their medication to other students on school grounds are subject to strict disciplinary action**

- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

#### **BULLYING, INTIMIDATION, AND HARASSMENT**

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

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

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

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

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

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

*School officials may request, or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.*

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

## **HAZING**

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means 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. Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Removal from extra-curricular activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency - Students' engaging in hazing that endangers the mental or physical health or safety of another may also be subject to:
- Suspension for up to 10 days
- Recommendation for expulsion

## **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network,

or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

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

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

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

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

#### **MAKING A COMPLAINT: ENFORCEMENT**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, or dean of students.

#### **RECIPROCAL REPORTING RELATIONS WITH LAW ENFORCEMENT OFFICIALS**

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 official 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. Such procedures shall be followed explicitly.

#### **WEAPONS**

A student, who uses, possesses, distributes, purchases, or sells an explosive, firearm, knife, pellet or

BB gun, toy gun or any other object that can reasonably be considered a weapon can be expelled for at least one calendar year. This applies to school property and school events on and off campus. Additional examples of items that are considered weapons are rifles, shotguns, brass knuckles, billy clubs, or look-alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, or pens may also be considered weapons if used or attempted to be used to cause bodily harm. 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.

Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure. A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

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

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

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

#### **GANG AND GANG ACTIVITY PROHIBITED**

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

#### **ADDITIONAL PROHIBITED BEHAVIORS**

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

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

- Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.
- No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psycho-stimulant medication to the student.

### **PROHIBITED ITEMS (SHOULD NOT BE BROUGHT TO SCHOOL)**

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, too numerous to be mentioned, 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.

### **SUBSTITUTE TEACHERS/OTHER SUBSTITUTE 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.

### **WHEN AND WHERE THE RULES APPLY**

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

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

### **DISCIPLINARY MEASURES**

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

1. Notifying parents/guardians.
2. Disciplinary conference with Dean of Students 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 and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

#### **DETENTION**

Students who find themselves in violation of school rules may be assigned detention(s) in the START room in one of the following ways:

- |                           |                          |
|---------------------------|--------------------------|
| A. Lunchtime Detention    | 11:25-11:55, 11:55-12:20 |
| B. After School Detention | 3:30-5:30                |

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

#### **START ROOM**

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 extra-curricular activity on the day(s) he/she is assigned to START. 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 from 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 DETENTION**

Students may be assigned to Saturday Detention in lieu of being suspended out of school for rules infractions at the discretion of the Assistant Principal or Principal. 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.



## **SUSPENSION AND EXPULSION**

When a student commits any disciplinary infraction, his or her parents or guardian will be notified thereof when school officials determine such notification is warranted. 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.

## **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.

## **STUDENT ATTIRE**

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and of your schoolwork. The student and his/her parents should largely determine appropriate school dress. However, unrealistic extremes on the part of both boys and girls should be avoided. Parents are expected to encourage good taste in the clothing of their children, and it is believed that students will want to dress in a manner indicative of the pride that they have in their school and themselves.

Students shall not wear clothing or other apparel, which creates a concern for safety or disrupts the educational process. Examples of unacceptable attire are: shredded, sliced, or ripped clothing, excessively long accessories like straps or suspenders.

Specific dress rules include:

- A. Students may not wear clothing or other apparel advertising drugs (including alcohol and tobacco), or clothing representative of any gang affiliation, or other apparel with any sort of obscene message or illustration inconsistent with the educational purpose of the school.
- B. No bare midriffs, halters, tube tops without a cover shirt, abbreviated tops, shortened shirts, camisole tops with or without jackets, or other immodest attire will not be permitted at school. Inappropriate tank tops that expose too much skin or undergarments will not be allowed. Pants are to be worn at the waist as designed. The length of shorts must be longer than the length of the pockets.
- C. During warm weather, students may wear shorts; however, Olympia PE shorts are not to be worn. Students may not wear any pajama pants including those that are flannel, silk or nylon to school.
- D. Hats (hoods), bandanas, sunglasses, or other head cover/apparel are not permitted (unless approved ahead of time by school administration) to be worn in the building during instructional time.
- E. Students are encouraged not to wear jackets or coats during the school day. Lockers are provided for the storage of outerwear.
- F. Students are NOT ALLOWED to oversized sports bags during the school day. Student hallway lockers and PE lockers are provided for storage of these items.
- G. The wearing of a chain(s) by students on their waist or elsewhere that exceeds 6" in length is prohibited. Spiked apparel, accessories, or collars are prohibited. No chains may be worn on the exterior of a pocket no matter what the length.
- H. Blankets are not permitted to be carried around or worn during the school day.

## **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®, 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. 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:

### **CONFISCATION OF PERSONAL ELECTRONIC 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.

### **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.

### **PUBLIC DISPLAY OF AFFECTION**

Displays of affection shall be limited to hand holding. Students involved in other displays of affection are subject to the following:

- A. Warning from staff member and notification to administration.
- B. Second violation or more - Student may be assigned additional consequences.

## **ACADEMIC HALLS BEFORE SCHOOL**

Many students arrive at Olympia High School prior to the start of the school day. 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.

## **ACADEMIC HALLS DURING CLASSTIME**

In order that all students may be informed of the freedoms and responsibilities in the academic halls during class time, the following set of written guidelines has been prepared:

1. A student may be in the halls as long as he or she is not with another student and is authorized by a teacher/administrator with a pass.
2. 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, the science lab, or for an appointment with a teacher.
3. Students are not to make noise or disrupt classes in any way.
4. A student must be moving quietly to or from one of the above locations but is not to be sitting, standing, or loitering.
5. 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.
6. Passes may be revoked on a temporary/permanent basis if students abuse the pass privilege.

## **ACADEMIC HALLS AFTER SCHOOL**

Students are encouraged to participate in the after school activities that Olympia High School has to offer. After 3:20, all students remaining in the building need to be directly supervised by a coach, sponsor or teacher. Students are not to stay after school without making prior supervision arrangements. If students are in the building without supervision their parents/guardians will be contacted, and asked to come pick them up.

## **STUDENTS 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.

## **GOOD NIGHT RULE**

Once a student leaves a school activity (dances, sporting events ...etc) he/she will NOT be readmitted to the activity and must leave the school grounds. Violators will be subject to arrest for trespassing.

## **HIGH SCHOOL DANCES**

High school dances are intended for Olympia High School students. Students wishing to bring a student from another school must complete an approved guest request waiver through the office of 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.

## **VISITORS**

All persons, including Olympia personnel not regularly assigned to the building, including parents and alumni, must report to the high school office in order to sign-in and receive a visitor's badge. Students are NOT allowed to bring visitors to school. School premises are for school business only. Any person wishing to visit a class and/or teacher may only do so for college clinical/educational experience MUST OBTAIN permission in advance from the administration. There is **NO SMOKING** on school grounds; any adult violating this rule will be prosecuted.

## **BACC STUDENTS**

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 respectful on the BACC bus. If students do not meet these expectations, they will be dropped from the program.

Students are NOT allowed to drive to BACC. BACC students may **ONLY** drive to the Area Career Center if they have a medical/dental appointment in the Bloomington/Normal area, or if they need to return early to OHS to leave for an activity. Verification of the appointment must be given prior to a pass being given or the next day following the appointment. Parent permission must also be brought into the office prior to receiving a pass. **Students will not be given passes to drive due to employment.** BACC students who violate this process will lose their driving privileges to school and be placed on probation for BACC. Further driving and/or behavior violations could result in removal from the program and additional disciplinary consequences.

## **DISCIPLINARY PROCEDURES**

### **BOARD OF EDUCATION SUSPENSION/EXPULSION POLICY (715.01-715.11)**

**Exclusion of Students:** It is the policy of the Board of Education to maintain in the schools an environment conducive to the educational process. School personnel may impose discipline occurring on or off school grounds, during school events, on school time, or any other time when the underlying conduct may be disruptive or interfering with the school activities or the rights of other students or school personnel when the underlying conduct may have a negative effect on the discipline or general welfare of the school or when a reasonable purpose for the imposition of such discipline can be shown. Therefore, whenever it is necessary to exclude a student from the educational program or related services to protect the rights of other students, the following procedures shall be followed.

#### **Definitions:**

- A. "Exclusion" means any denial of educational services, programs or transportation, as the case may be, to which a student would otherwise be entitled.
- B. "Suspension" means exclusion for a period not to exceed ten (10) school days or until the end of the grading period, whichever is less.
- C. "Emergency" means a situation where the student's presence poses an immediate or a continuing danger to persons or property or constitutes an ongoing threat of disrupting the educational process.
- D. "Bus suspension" means an exclusion from riding a school bus for any length of time.
- E. "Expulsion" means exclusion for a period of more than ten (10) school days, but not more than 2 calendar years.

## **SUSPENSION GUIDELINES**

No student handbook or disciplinary code can contain every action that is an infringement upon the rights of others or disrupts the educational process. Therefore, the administration reserves the right to take disciplinary action when student misbehavior so warrants it even if the offense in question is not specifically referred to in the student handbook. (Board of Education Policy 7:190-7:220).

## **SUSPENSION AUTHORITY**

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.

## **EMERGENCY SUSPENSION AUTHORITY**

The Superintendent, Principal, Assistant Principal, and/or designee may suspend a student upon finding that the student has been guilty of gross misconduct and an emergency exists. The

emergency suspension shall not exceed ten (10) school days.

### **BUS SUSPENSION AUTHORITY**

The Superintendent, Principal, Assistant Principal, and/or designee may suspend a student from riding a school bus upon finding that the student has been guilty of gross disobedience or misconduct.

### **EXPULSION AUTHORITY**

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

### **SUSPENSION PROCEDURES**

- A. Except as set forth in subparagraph (B) below, prior to the imposition of a suspension, the following procedures shall be observed:
1. The suspending official shall give the student oral or written notice of the charges, which constitute the student's gross disobedience or misconduct.
  2. If the student denies the charges, the suspending official shall give the student an opportunity to explain the incident.
  3. The suspending official shall make a finding, based upon the evidence, that the evidence supports the charges and a suspension is in order.
- B. When an emergency suspension is imposed the requirements of (A) (1), (2), and (3) above shall follow as soon as possible when practicable.
- C. As soon as possible after the imposition of a suspension, emergency suspension or bus suspension, the Superintendent, Principal, or Assistant Principal(s) shall notify the student's parent (s) or guardian(s) by mail. Said 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 name of student is (was) suspended for the following specific reason(s):  
Notice has been (shall be) 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 (10) days after the postmark of this notice, the Superintendent shall fix a time and place for a hearing to be held with the Board appointed Hearing Officer and you shall be notified accordingly. 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 student, even if a review is requested. If the Board reverses or reduces the length of the suspension, name of student will be immediately reinstated and will be allowed to make up any work or educational opportunities missed during the suspension, where practicable.

- D. 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) or guardian(s) in writing thereof.
- E. The suspension review shall be closed to the public and shall be conducted by the Hearing Officer in substantially the following format:
1. The Hearing Officer shall first hear the statement(s) of the suspending official(s) and all other pertinent evidence.
  2. The Officer, the suspended student and/or the parent(s) or guardian(s) may ask questions of the suspending official(s) or other witnesses concerning their statements and evidence.
  3. The Hearing Officer shall then hear the statement(s) of the suspended student, parent(s), guardian(s) or witnesses on their behalf and other pertinent evidence.
  4. The Hearing Officer shall/or suspending official(s) 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.
- F. The Hearing Officer shall submit to the Board a written summary of the evidence adduced during the suspension hearing and his finding(s) and recommendation(s) shall be submitted to the Board not later than ten (10) days after the hearing is concluded.
- G. Within fifteen (15) days after the conclusion of the suspension hearing by the Hearing Officer, the Board shall render a decision affirming, modifying or reversing the suspension. The decision shall be in writing and shall specify the findings upon which the decision is based. A copy of the decision shall be furnished to the student's parent(s) or guardian(s).
- H. If the Board's decision is to reverse the suspension, the student shall be immediately reinstated and any and all notations or remarks in regard to the suspension shall be expunged from all student records. All educational opportunities and services missed by the student to which the student would be otherwise entitled shall be afforded where practicable.
- I. 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 PROCEDURES

- A. The Superintendent, Principal, or Assistant Principal(s) are authorized to initiate proceedings seeking the expulsion of any student. However, such proceeding shall not be initiated unless said person (s) determines:
  1. That there is evidence that the student has been guilty of gross disobedience or misconduct, and
  2. That suspension is not an adequate remedy.
- B. The Superintendent shall fix a time and place for said proceedings and prepare a written "request for appearance" to be sent to the student's parent(s) or guardian(s).
- C. The "request for appearance" shall be sent by registered or certified mail to the parent(s) or guardian(s) and shall contain the following information:

"Pursuant to Section 10-22.6 of the Illinois School Code and 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 .M. 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 location. You are advised that name of student is reported to have committed the following act(s) of gross disobedience or misconduct at the time(s) and date(s) specified.

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

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

If you have any questions, please contact the Superintendent, Telephone No. (309) 379-6011."
- D. The expulsion hearing shall be closed to the public and shall be conducted by the Board appointed Hearing Officer.
- E. The hearing shall conform to the following:
  1. Members of the Board may be present as observers.
  2. A tape recording or verbatim transcript of the hearing shall be made. Upon request from the parent, a transcript of the hearing shall be available to the parent at their expense.
  3. The administration/Board shall proceed first to present its evidence.
  4. The student 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.
  6. The formal rules of evidence shall not be applicable.
- F. The Hearing Officer shall submit to the Board a written summary of the evidence adduced during the expulsion hearing and his finding(s) and recommendation(s) shall be submitted to the Board not later than twenty (20) days after the hearing is concluded.
- G. Upon receipt of the Hearing Officer's summary finding(s) and recommendation(s), the Board of Education within fifteen (15) days, shall render decision as to whether the finding(s) are supported by the evidence and either impose or deny the expulsion. A copy shall be furnished to

the student's parent(s) or guardian(s). The decision shall specify the finding(s) upon which the decision is based.

- H. If the Board's decision is to deny the expulsion, any and all notations or remarks in regard to the expulsion shall be 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.
- I. Discipline for a student with an individualized education plan will follow the special needs discipline code which is aligned to applicable state and federal law.

### **DISCIPLINE CODE - STUDENTS WITH SPECIAL NEEDS**

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

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

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution. The district will implement behavioral interventions in a manner consistent with generally accepted professional practice. Readers of this policy should keep in mind that a wide variety of student disabilities exist. Consideration was given to various ages and disabilities when developing this policy.

**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 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.

### **PROCEDURES FOR IMPLEMENTING BEHAVIORAL INTERVENTION POLICY**

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

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

- |   |                                   |
|---|-----------------------------------|
| allow student to complete adjusted task | prompting                         |
| allow student to escape task            | proximity control                 |
| calling/notifying parents               | punishment writing*               |
| contingency contracts                   | redirecting student (physically)* |

contingent exercise*	redirecting student(verbal/nonverbal)
detention	response-cost
differential reinforcement	restitutional 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 ignoring	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. With extensive use, these interventions may also become restrictive in nature. Additionally, if they adversely affect student learning or extreme negative behaviors occur in response to them, they could be considered restrictive interventions. Under these circumstances, all precautions (e.g., documentation) associated with a restrictive intervention should be followed. Refer to the *Olympia Administrator's Notebook* for a glossary of selected terms.

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

- 1) in emergencies
- 2) in conjunction with positive interventions designed to strengthen competing behaviors

The following interventions are restrictive but can be *used as the result of the IEP team'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

## SUSPENSION AND EXPULSION

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

- I. 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.
- II. Suspension beyond 10 days, or Expulsion
  - A. The district shall promptly notify the student's parent(s)/guardian(s) of the gross disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:
    1. That the multidisciplinary conference (MDC) team shall meet as soon as possible, but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct: and
    2. That the student's parent(s)/guardian(s) are requested to attend the multidisciplinary team meeting at the date, time, and location of the meeting.
  - B. MDC Determination



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.

- C. 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 so, 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.

### **HIGHLY RESTRICTIVE INTERVENTIONS**

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

- suspension beyond 10 days in a school year
- use of an isolation time-out room under 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 length of school day

### **PROHIBITED INTERVENTIONS**

The following procedures are prohibited:

- corporal punishment
- expulsion with cessation of services
- physical manipulation used an aversive procedure

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<sup>st</sup> Street, Springfield, IL

## **FACILITIES**

### **POSTERS**

Before posters are displayed they must be approved by a club sponsor and then by the Principal, Assistant Principal, Activity Director or Dean.

### **LOCKER USAGE**

The school lockers are property of the school. The school allows all students the free use of a hall and a gym locker. In order to protect belongings, students should keep their locker locked at all times. School property, including but not limited to desks and lockers, is owned and controlled by the District and the District and students are hereby notified that school authorities are authorized to conduct area-wide general administrative inspections of school property (e.g. searches of all student lockers) as a means of protecting the health, safety, or welfare of the District, its employees and students, at any time, without notice to or consent of the student and without a search warrant.

### **USE OF TEXTBOOKS**

Textbooks are issued to students on a rental basis. Reasonable wear is expected as a result of daily use. Unreasonable damage or loss of a textbook will result in a requirement that a student repay the district.

## **OHS LEARNING CENTER**

The library is opened from 8:10 AM TO 4:00 PM. Students are welcome in the library from 8:10 to 8:25 and 3:20 to 4:00 without a pass. During the school day, students must have a pass to come to the library. During advisory, students must have a pass, from a classroom teacher, which explains what assignment they are completing. Students must check in with their advisory and their adviser must also sign this pass. No food or drink are allowed in the library.

The Olympia High School Media Center has one rule: Be considerate to others. The Media Center offers a variety of materials and services including:

- Books, magazines, newspapers and reference books
- Copy machine – \$.05 per page
- Markers, colored pencils, rulers, scissors, stencils, etc.
- Computer stations with Internet access
- Knowledgeable and helpful staff to assist students

## **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.
- There are signs of conjunctivitis ("pinkeye") with drainage/matter coming from one or both eyes, itching, and/or crusts on eyelids. The child should be evaluated by a physician.
- There are open sores that have not been evaluated by a physician.
- There are signs of infestation with lice (nits in the hair, itchy scalp) the child should be evaluated for treatment with a pediculide. Refer to head lice section for more information.

If you are not sure about whether to send your child to school, call the school nurse for consultation. Do not send the child to school for the nurse to make the decision without speaking to her first. If you are still in doubt, call or visit your child's physician. The above guidelines will be used by the school officials in determining if an ill child should remain in school or be asked to be picked up by a parent. Students that return to school within 24 hours of a known fever or persistent vomiting will be monitored by school officials for returning symptoms.

## **STUDENT CONCUSSIONS AND HEAD INJURIES**

Students identified as having a concussion or head injury as stated per 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.

## **HEALTH REGULATIONS**

A. **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 as required by the Illinois Department of Public Health and the Illinois State Board of Education prior to the first student attendance day. Students who fail to provide proof or required immunizations will not be allowed to attend school. Emergency cards, giving information, which is 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.

- B. **Admission to School after Illness:** A note or phone call from parent or guardian explaining the 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.
- C. **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.
- D. **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 parents or guardian 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, 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.
- E. **All Accidental Injuries Require a Written Accident Report as a Safeguard for pupil, Teacher and School:** 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.
- F. **Medication:** No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is filed. The form shall be completed by the student's parent(s) or guardian(s) and physician as directed above and shall be on file in the nurse's office. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage. ALL MEDICATION MUST BE CHECKED INTO THE SCHOOL NURSE. Parents or legal guardians may come to school on a daily basis to administer medication until the School Medication Authorization Form has been submitted. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.
- G. **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 guardian.
- H. **Homebound Instruction:** In cases on extended absence due to serious illness or injury (where absence from school is expected to be 2 consecutive weeks or more) the student's parent/guardian must call and submit a written request to the guidance department. To qualify for homebound instruction, a licensed medical examiner must certify in writing that a health or physical impairment will cause a student to be absent from school for more that two consecutive weeks. Homebound instruction will begin after receiving the doctor's verification of expected absence.

## **SCHOOL & DISTRICT POLICIES**

### **SEXUAL HARASSMENT UNIFORM GRIEVANCE PROCEDURE FOR STUDENTS OF OLYMPIA COMMUNITY UNIT SCHOOL DISTRICT 16**

Sexual Harassment - Any student who makes unwelcome sexual advances or unwelcome requests for sexual favors or other verbal or physical conduct or 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 Guidance Counselors, Assistant Principal(s), or Principal. If the student is not satisfied with the outcome or 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.

**Explanation:** A grievance is a difference of opinion raised by a student or group of students involving application of the legal requirements of rights guaranteed in Board Policy 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, and Title IX of the Education Amendments Act of 1972.

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

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

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

#### **Step I**

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

#### **Step II**

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 with five (5) days.

#### **Step III**

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 grievant and the district representative within ten (10) days and a written response made within five (5) days.

#### **Step IV**

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

#### **Step V**

If the issue is not satisfactorily resolved on Step IV, the grievant (s) may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response.

The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

### **WORK PERMIT PROCEDURE**

Students under sixteen 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.

### **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.

### **NOTICE: ASBESTOS**

This is to notify you that Olympia Community Unit School District No. 16 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA), (40 CFR 763) for each school facility in Olympia. Copies of the Management Plan 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.

### **NOTICE: PESTICIDE APPLICATION PROCEDURES**

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

## **STUDENT RECORDS**

### **STUDENT RECORDS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

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

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice

of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

#### **5. The right to prohibit the release of directory information.**

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

### **INTERPRETATION AND APPEAL PROCESS**

Upon receiving a request from parents, legal guardian, or eligible student to inspect official records, files and data, the school administration shall assign certificated professional personnel to assist in the accurate interpretation of these records.

### **CHALLENGE OF RECORD CONTENT**

Upon receiving request for a hearing to challenge the content of a student's records, the parents, legal guardian or eighteen-year-old students shall be afforded such a hearing under the following conditions:

- A. Parents shall have the right to challenge any entry exclusive of grades in the school student records on the basis of:
- B. The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
- C. Administrative procedures for parents to challenge the contents of student records are as follows:
  1. An initial informal conference with the parents, within fifteen school days of the receipt of the request for a hearing.
  2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated:
    - a. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the school.
    - b. The hearing officer shall conduct a hearing within a reasonable time, but no later than fifteen days after the informal conference, unless the parents and school officials agree upon an extension of time. The hearing officer shall notify parents and school officials of the time and place of the hearing.
    - c. At the hearing, each party shall have the rights outlined in the Illinois School Student Records Act. (See Art. 50-7 (1) through (4).)

- d. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
  - e. The decision of the hearing officer shall be rendered no later than ten school days after the conclusion of the hearing and shall be transmitted immediately to the parents and school district. It shall be based solely on the information presented at the hearing and shall be one of the following:
    1. To retain the challenged contents of the student record;
    2. To remove the challenged contents of the student record; or
    3. To change, clarify or add to the challenged contents of the student record.
- D. Any party shall have the right to appeal the decision of the local hearing officer to the Superintendent of the Educational Service Region (ESR) within twenty school days after each decision is transmitted. If the parent appeals, the parent shall so inform the school and within ten school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Superintendent of the ESR. The school may initiate an appeal on its own behalf by the same procedures. Upon receipt of such documents, the Superintendent of the ESR shall examine the documents and record, make findings, and issue a decision to the parents and the school within twenty school days of the receipt of the appeal documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the ESR should seek advice from appropriate special educational personnel who were not the authors of the entry.
- E. When a student reaches the age of eighteen years or is completely emancipated, the student's consent, and not that of the student's parents or legal guardians, must be obtained on any release of records.

## **RECORD RETENTION**

The review of student records to verify entries and eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information shall be conducted by March 24, 1977, on all records of students enrolled on the effective date of these regulations.

Thereafter, the records shall be reviewed every four years or upon a student's change in attendance center, whichever occurs first. This section does not apply to records of students who have graduated, transferred, or permanently withdrawn prior to March 24, 1996.

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 the Student Records Act.

## **STUDENT ACTIVITIES**

*All students are encouraged to participate in school organizations.*

## **ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR PARTICIPATION**

**Participation – 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 1 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.

**Participation – Attendance:** 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 – PERFORMANCE ENHANCEMENT DRUG TESTING POLICY**

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

## **NATIONAL HONOR SOCIETY**

National Honor Society is an honor society for second semester juniors and seniors. Juniors with a 3.33 average and seniors with a 3.00 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 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.

## **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 industry. To be a member of the FFA, a student must be enrolled in one agriculture class and be enrolled in the course SAE or be enrolled in an agriculture class both semesters.

## **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 joining Student Council should refer to the section in this handbook on student elections.

## **STUDENT ELECTIONS**

Student Council officers and class officers are elected in the spring each year. The election process is supervised and handled by the Student Council. Among other requirements, prospective candidates for office must fill out and file a petition signed by the appropriate number of voters. Petitions for offices are available in the Activity Office of the high school. Students who vote must follow the voting procedures that have been set down by the Student Council. However, the actual voting dates and exact procedures are distributed at the appropriate times before the election. Election of club officers and all incoming freshmen elections are held in the fall, following the opening of school and are handled by various organizations.

## **CONFERENCE ATHLETICS**

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

## **OLYMPIA 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.

- I. **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:
  - A. 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.
  - B. 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 participate without a current valid physical.
  - C. 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 districts procedures and requirements in the case of a suspected concussion and provide consent to treat in a medically necessary situation.
- II. **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 activities.

Suspension - Suspension means loss of the privilege to participate in contests or activities. During suspension the student will only be allowed to practice. The student will also be required to attend all games, contests, or performances during the suspension. During the term of the suspension, the student will not be allowed to be in full uniform at the contests.

- III. **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. Coaches/Sponsors have the authority to impose consequences 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. Only administration has the authority to remove a student from a team or activity for the season.

**A. 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, e-cigarettes, vape devices 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 make a responsible attempt to 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. 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.

## **B. Consequences:**

1. Except as provided below, the first (1st) violation of Part III. Training Rules, A, Prohibited Conduct, numbers #1-3 shall be issued a suspension range up to an entire season or the duration of the activity. If the remaining contests do not permit the full consequence to be imposed in that season, the consequence will be carried over and applied to the participant's next activity. For example, the consequence is 5 contests/performance, but only 3 contests/performance 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 administration, the remaining percent of the original consequence 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 result in a suspension from all activities for a period of ONE CALENDAR YEAR (365 days). The consequence will be imposed on the day the Activities Director renders his/her decision and run for up to one calendar year (365 days).
3. Any student with a 2<sup>nd</sup> violation within a calendar year of the 1<sup>st</sup> violation must complete a school approved remediation program in order to resume participation in any OHMS Activities after the completion of the suspension.
4. The consequences set forth in Part III. Training Rules, B, Penalties, numbers #1-4 above are addressed on a case-by-case basis under the discretion of the Activities Director, including such factors as evidence available, admission, request for help, previous violation or any additional details. Consequences for violations are progressive in nature.

## **C. 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:
  - I. Interview the student notifying them of the charge and requesting a response.
  - II. If the student denies the charge, give an explanation to the student of the evidence and facts leading to the charge; and
  - III. 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 Rules, B, Consequences. The administration shall notify the student's parent(s) or guardian(s) of the violation and of the imposed consequence.
4. If the student/parent 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.

7. Students will not be able to participate in their activity during the appeal process. Students may resume participation if deemed appropriate by the Activity Code Committee.

### **TRANSPORTATION**

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the dean of students. In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Cooperate with the bus driver.
2. Obey the instructions of the driver at all times.
3. The bus driver is authorized to assign seats. Bus cameras will be used to ensure safety.
4. Be courteous and use appropriate language. Treat others as you would want to be treated.
5. Possession or use of alcohol, tobacco or controlled substances is prohibited.
6. Eating, drinking, or chewing gum is prohibited.
7. Stay seated. Keep head, hands, and feet inside the bus.
8. Keep the bus clean and free from defacement or damage.
9. Profane or obscene language is not acceptable.
10. Personal phone calls and texting are prohibited on route bus to and from school. Personal phone calls and texting on extra-curricular routes may be allowed upon permission from Olympia administrator, coach/sponsor, bus driver, or bus aide.
11. Listening to music and/or individual student electronic gaming may occur on the bus. If the gaming unit or listening device causes a disruption, it may be confiscated and discipline may result. School district is not responsible or liable for lost or stolen electronic devices.

To insure the safety of our students while riding the bus, it is imperative that the bus rules be followed closely. The school bus driver is authorized to assign seats. When inappropriate behavior occurs on the bus, the following procedures will be followed:

1. On the first offense, the bus driver will issue a verbal warning to the students(s). This may be accompanied by contact with the students' parent/guardian.
2. For further offenses, the bus driver will issue a Bus Conduct Report documenting the inappropriate behavior.
  - a. The student will be informed that the conduct report is being issued and the driver will contact the parent/guardian to discuss the situation.
  - b. The conduct report will be filed with the Transportation Director who will forward the report to the Building Principal.
  - c. Upon receipt of the written report, the Building Principal or his/her designee will discuss the situation with the student and implement discipline as necessary. Appropriate disciplinary consequences may be assigned including loss of bus privileges. When loss of bus privileges is necessary, the parent/guardian will be responsible for providing transportation for the student to and from school for the duration of the suspension.

Parents are encouraged to review these rules and practices with their children to highlight the importance of following the rules on the bus. We appreciate your support when a safety or discipline matter arises. Students who have a bus problem are asked to contact the Main Office.

## **STUDENT DRIVING/PARKING**

Students may park their vehicles in the designated lots for students. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated staff and those marked for students meeting SAT incentive are not to ever be used. Student vehicles parked in these spots may be ticketed or towed at the discretion of administration.

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

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

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

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

Students will be required to register their cars and receive parking passes that will allow them to park anywhere on the Northeast or in marked spots at the end of the staff lot. Students may not use the Northwest parking lot for the 2018-2019 school year. Students driving their vehicle to school are required to purchase a parking permit tag and display the tag on their rearview mirror daily. Students are not to park in employee parking areas during the school day. Students are also expected to abide by the following regulations:

1. Reckless driving will not be tolerated.
2. Students are to vacate cars immediately upon arrival and are not to sit in them during lunch or school hours.
3. Roadside parking is prohibited.
4. All cars must use the proper entrance and exit drives to the school.
5. Parking in grass areas or driving through unpaved areas is prohibited.
6. After school, students should not leave the parking lot while the buses are in motion.
7. Students are required to park in their assigned space in the designated parking areas during the school day.
8. Students are not to transport other students skipping class or violating school rules.
9. Students are not permitted to drive on any unpaved surfaces on school property.

Students who violate any parking/driving regulations will be subject to assignment of the disciplinary consequences of Lunch detention, after school detention, Saturday detention, Out of School Suspension, and/or a thirty-day suspension of parking/driving privileges. Students found to be in violation of rules of the road on Olympia property are also subject to law enforcement corrective actions including, tickets, and driving school.