

# Olympia Middle School

911 E 800 North Road

Stanford, IL 61774

309-379-5941

[www.olympia.org](http://www.olympia.org)



## **Student-Parent Handbook 2019-2020**

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



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## **A NOTE TO PARENTS**

A good education originates in the home. Parents/Guardians are a child's first teacher and should develop in him/her good behavior habits and proper attitudes toward school.

Parents/Guardians should:

- Recognize that the teacher's role is similar to the parents while the child is in school.
- Teach the child respect for law, authority, the rights of others, and for private and public property.
- Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- Work with the school in carrying out recommendations made in the best interests of the child, including discipline.
- Talk with the child about school activities; show an active interest in his/her report cards and progress.

Your interest and support at home are important to your child and greatly appreciated by his/her teachers.

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. This handbook in latest version maybe amended during the year without notice, and is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook. The Board's comprehensive policy manual is available for public inspection through the District's website [www.olympia.org](http://www.olympia.org).

## **ACADEMICS**

### **ENTRY & WITHDRAWAL**

All 5th grade students who have successfully completed the prescribed course of study and have been promoted by their Building Principal are automatically enrolled at the completion of their 5th Grade year.

Parents/Guardians of all other students should contact the Main Office to make an appointment to enroll their student. Enrollment is not guaranteed, and is dependent upon the successful completion of the required documentation and the approval of the Building Principal. Parents/Guardians wishing to withdraw their student should contact the Main Office (379-5941) to make an appointment to do so.

### **EDUCATIONAL PROGRAM**

Olympia Middle School's course offerings include:

Language Arts	Reading	Health/PE	Science
Mathematics	Social Studies	Encore (including Art, Technology, Band, Choir, Cultural Studies)	

## PHYSICAL EDUCATION

All students are required to wear appropriate clothing during P.E. Uniform shirts are available for purchase at the school for those students who do not already have one. Below are the acceptable items that can be worn in P.E.:

- Uniform shirt
- Shorts (blue, white, gray, or black)
- Sweat clothes may be worn in cool weather.
- Athletic shoes and socks

During swimming, girls are required to wear one-piece swimsuits or a two-piece swimsuit that covers their midsection. Boys are required to wear short-style swimming trunks. Showers are available for student use and towels must be provided by the student. To promote good personal hygiene, students are responsible for taking their P.E. clothes and towel home to be laundered on a weekly basis. Padlocks will be provided by the school. Any lock not returned will result in a five dollar replacement fee.

The school code of the State of Illinois requires every student to participate in the physical education program unless specifically excluded by regulations established by the legislature. In complying with this law and knowing the physical, emotional and social values to be gained by participation in a good physical education program, the school requires **written statements** for temporary or extended excuses from this class. Students temporarily excused from physical education activity must still report to their regular physical education class. The school cannot excuse anyone from physical education attendance, but a limited program can be given to those who are under doctor's orders.

## BAND AND CHORUS

Students wishing to add or drop Band and/or Chorus may do so only during the first week of each grading period and only with the **written consent from a parent**. Students who transfer into Band and/or Chorus class can be removed and placed back into their Encore class if behavior and/or attendance problems occur.

## HOMEWORK AND ASSIGNMENT CALENDAR

Practice is essential to the learning process and teaches responsibility while providing experience in the academic discipline being studied. The homework assignments your child brings home are an important part of his/her education. Homework provides your child with opportunities to develop good study habits, practice newly acquired skills, and learn responsibility. All students will be taught how to use an electronic calendar with their Chromebook to keep track of their assignments and upcoming assessments. If students need a traditional planner, they can request one from the office.

## SKILLS BASED REPORTING

Student academic achievement is assessed in terms of the attainment of appropriate measurable specific skills, which are in alignment with state and local learning standards and determined by the Board approved Curriculum Document, to be the student's instructional goals and objectives. Student academic achievement is based on formative and summative performance assessments. The following reporting categories are used by teachers as a basis for grading:

Number	Title	Description
4	Advanced Skill Demonstration	The student demonstrates a complete and in-depth mastery of the content and is able to apply the knowledge and skills to additional areas of learning.
3	Skill Attainment	Student demonstrates an understanding of content.
2	Approaching Skill Attainment	The student is beginning to demonstrate a basic understanding of the required skills and concepts.
1	Beginning Skill Attainment	The student does not demonstrate progress towards meeting the expectations of required content.

Student progress is viewable at any time during the year in Skyward Family Access.

## ESSENTIAL SKILLS FOR LEARNING AND SUCCESS

Olympia Middle School will also be evaluating students on essential skills for learning and success. Those categories are: Collaboration, Perseverance, Responsibility, Self-Advocacy, and Respect. The following categories will be how progress is reported on those skills:

+	Mostly
^	Sometimes
/	Rarely

## SUCCESS CLUB

At the end of the third week of the first term, and then at the end of every week for the remainder of the school year, all teachers turn in grades for eligibility. Any student who is failing to meet academic expectations in 2 of their 5 Core classes according to the weekly eligibility report, will be required to stay for Success Club on Tuesday and Thursday of the following week. Success Club meets approximately 20 times per semester on Tuesdays and/or Thursdays after school in the OMS Media Center from 3:30 – 5:45pm. This academic club provides students a structured environment to work on their studies while having access to two or more highly qualified teachers, who are providing tutoring services or supplemental instruction (pending available district funding).

## REPORT CARDS AND REPORTING TO PARENTS

Parent(s) and/or guardian(s) shall be informed of their child's progress in school at regular intervals, but at least 4 times a year. Upon request, non-custodial divorced or separated parents will be informed of their child's progress in school at regular intervals unless a court order requires otherwise. All grades and symbols will be appropriately explained. Grading will not be used for disciplinary purposes. Grading will be based on improvement, achievement, and capability. Parents will be notified when a student's performance requires special attention.

The following methods will be used to communicate with parent(s) and/or guardian(s):

- Parent-teacher conferences will be conducted on a regular basis and may be scheduled on different days and at different times to accommodate the various grade levels and attendance centers.
- Additional methods of reporting, such as open house, parent education meetings, and newsletters, shall be the responsibility of the building principal.
- Interim reports, through which teachers contact parents to impart information or to arrange a conference when teachers believe additional information should be shared, shall be encouraged. Teachers shall make every effort to be available to meet with parent(s)/guardian(s) at a mutually agreed upon time.
- Certified letters will be sent to the parents notifying them of the principal's decision to retain the child.
- Regular review of your child's academic progress is also available through Skyward's Family Access system. Parents may get their Family Access passwords by contacting the Middle School office.

## POSITIVE RECOGNITION & HONOR ROLL REQUIREMENTS

The staff and administration believe it is important that students be recognized for academic achievement and/or positive behaviors. With this idea in mind, periodic assemblies/activities will be planned for students.

A recognition system for academic achievement for students encourages students to work hard and achieve recognition from their scholastic pursuits. The emphasis will be on continuous improvement for students to reach their goal. Students attaining the Honor Roll will be recognized at the completion of the school year.

**High Honor Roll:** Students earning all 3's and 4's on their Skills in their Core classes will be honored at the Honor Roll Recognition as achieving High Honor Roll status.

**Honor Roll:** Students that earn all 3's and 4's with no more than one 2 per class will be honored at the Honor Roll Recognition as achieving Honor Roll Status.

**Spartan Citizenship Award:** Students that earn all + on their Spartan Skills will be honored at the same time of the Honor Roll Recognition ceremony.

## PROMOTION, RETENTION, AND REMEDIATION

Decisions regarding placement, promotion, and retention shall be made in the best interests of the student after careful evaluation of the advantages and disadvantages of alternatives. When any alteration in a student's normal progression through school is contemplated, all factors must be considered. Quantitative measures such as age, physical size, ability and level of academic achievement shall be supplemented by a qualitative (teacher observation, school records, and other documentation) assessment of the student's motivation, self-image, and social adjustment. Students shall not be promoted solely for social reasons. The final decision for retention rests with the building principal in collaboration with the building student support team.

## EIGHTH GRADE PROMOTION CEREMONY CRITERIA

Students' progress will be evaluated throughout their eighth grade year to determine if they are eligible to participate in the 8<sup>th</sup> Grade Ceremony. Students at risk of not meeting this criterion will be notified. At that time, a team of teachers and the building principal will meet with a student to establish goals that if achieved, will enable him/her to be considered for participation in the Promotion Ceremony. Academic performance, discipline referrals and attendance may be taken into consideration when determining participation in the Promotion Ceremony. All final decisions regarding participation in the Promotion Ceremony rest with the building principal.

## ELIGIBILITY

Eligibility to participate in any extracurricular activity governed by the I. E. S. A. will be determined by Sections 3.022 through 3.0223 of the I. E. S. A. rules. A student must be passing in all of his/her subjects. The grades of students must be checked weekly by Friday or the last day school is in session that week. The eligibility period covers the following Monday through Saturday. If a student is found to be ineligible on Friday (or the last day school is in session), he/she may participate that night. The ineligibility starts the following Monday and extends through the following Saturday. A weekly checklist must be kept in the principal's office. The above policy shall include extracurricular activities in the local school district not governed by the I. E. S. A.

Any student reported by a teacher on the weekly eligibility as having a 1.49 or lower as an average of their skills in any subject for the grading period will be ineligible to participate in all interscholastic activities for the following week. (Monday - Saturday) Any student who is ineligible in any given subject for **three consecutive weeks**, may be dropped from that activity. If allowed to continue participating in that activity, they will be expected to attend and participate in all practices. However, pursuant to IESA policy, they will not be allowed to participate in any event governed by the IESA. Any student who is dropped from an activity will not be eligible to re-enter that activity during that school year. Suspension and/or dismissal from any extracurricular activities may result from serious infraction(s) of any general school policy, attendance, classroom attitude, missed practices, bus behavior, etc.

All members of extracurricular activities are expected to dress neatly and be groomed appropriately for all home and out of town contests. Always show proper respect for all of those in authority: game officials, school administrators, coaches, and other adult personnel.

# **ATTENDANCE**

## ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

When a student is absent, the absence shall be treated as Excused or Unexcused.

### **EXAMPLES OF EXCUSED ABSENCES:**

Personal Illness, Bereavement, Quarantine, Family Emergencies, Observance of Religious Holidays, Written Requests

Approved in Advance by the Administrator,

**EXAMPLES OF UNEXCUSED ABSENCES:**

Oversleeping, Missing the bus, Working

Students will be allowed only 8 absences from school during a semester. After a student has accumulated 8 absences from a class (excused or unexcused), his/her parents will be required to provide documentation verifying the need for the student's absence. Documentation for medical reasons will only be accepted from the student's physician (notes from parents are not sufficient), and must clearly state the reason for the absence and the duration for the absence. Students that continue to accumulate absences without supplying the appropriate documentation are subject to disciplinary consequences, that may include after school detentions and START assignments. In addition, a Truancy Report may be made to the Regional Office of Education. Adherence to this policy can only be waived by the Principal.

**PROCEDURE FOR REPORTING AN ABSENCE**

When a student is absent, the parent must call the main office at 309-379-5941 before 8:00 a.m. For hours when the school office is closed, you may call the school and leave a message about your child's absence. If the parent does not call, the parent will be called by the school at home, work, or at their emergency telephone number. This is due to state requirements for attendance records.

Parents who do not call the school are required to send a note the next day with their child stating the reason for the absence

**OTHERWISE THE ABSENCE SHALL BE CONSIDERED UNEXCUSED.**

Students arriving or leaving during school hours must report to the office first. The principal may require a doctor's note for excessive absenteeism. Students who are tardy to school must report to the office for a tardy slip before reporting to their scheduled class.

**ARRANGING FOR MAKE UP WORK**

Requests for make-up work should be made when an absence is reported. Requests for make-up work made after 12:00 P.M. cannot be guaranteed. It is required that make-up work be completed within the number of days equal to the absence.

**MAKE UP WORK AND GRADING EXCUSED** - Students who have excused absences are expected to make up the work and shall receive full credit for such work. It shall be the responsibility of the student to make arrangements for the make-up work. It is required that make-up work be completed within the number of days equal to the absence.

**PRE-ARRANGED** - Students who have pre-arranged absences must have all work that was provided to them prior to their absence made up and prepared for class **the day they return**. All other work falls under the policy for an Excused absence.

**UNEXCUSED/TRUANCY** - Since attendance and participation in class are necessary for academic achievement and since an unexcused absence is a demonstration of lack of effort; students who have unexcused absences will be required to make up work missed.

**ATTENDANCE AT EXTRACURRICULAR EVENTS**

All students wishing to attend or participate in extracurricular events must attend at least portions of 4 class periods in order to attend or participate in any extracurricular events. Students that wish to attend a practice, game, or event must be present for at least portions of 4 class periods to be eligible to participate. This includes sporting events, music events, school dances, or any other after school activities. It is the belief of Olympia Middle School that all students must be in attendance for at least portions of 4 class periods to be eligible to participate or attend any event. Examples of absences that would be exempt from this policy would be bereavement leaves, or other extenuating circumstances approved by the building principal. If a student wishes to participate in a Saturday activity, they must adhere to this policy on the Friday before the activity.

## **TARDINESS**

Tardiness is disruptive to a classroom situation and represents a willful attitude on the student's part to not follow his or her schedule. A student who is late to class due to arriving at school after it begins or who lingers in the halls or other area after class starts is considered tardy. The only exception to this is if the student is late as a result of the bus being late or a teacher holding a class beyond the bell. Oversleeping, missing the bus, arriving late by car with a high school student, or other excuses will not be accepted. Students who accumulate an excessive number of tardies each semester are subject to disciplinary consequences which are outlined below.

Tardy Consequences (tardies from all classes will be combined)

5th Tardy- lunch detention

6th-9th Tardies--2.5 after school detention

10<sup>th</sup> Tardy-START

Additional consequences at the discretion of the principal will accrue with further tardies.

## **TRUANCY**

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

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

Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

## **COMMUNICATION**

### **OLYMPIA C.U.S.D. #16 SCHOOL-PARENT COMPACT**

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

- Teach the objectives that are aligned with the Illinois Learning Standards
- Use multiple resources to support instruction
- Monitor student achievement frequently through multiple assessments
- Provide interventions when needed in a timely manner
- Provide enrichment when needed in a timely manner
- Provide a safe and effective learning environment

- Hold parent-teacher conferences where this compact will be discussed as it relates to student achievement
- Provide parents with reports regarding student progress
- Provide parents with ongoing, reasonable access to staff through one or more of the following:
  - E-mail and other written communication
  - Conferences upon request
  - Phone calls
- Provide parents ongoing opportunities to volunteer and participate in their student's class and to observe classroom activities by doing the following:
  - Solicit parents to participate during instructional times
  - Solicit parents to organize and participate in classroom parties and special family nights throughout the year

The parent's responsibilities are to support their children's learning by:

- Monitoring attendance
- Participating in decisions relating to the education of their children
- Ensuring positive use of extracurricular time
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the district and responding, as appropriate

### PARENT RIGHT TO KNOW

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

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

You will receive a response to your request for information within 10 working days.

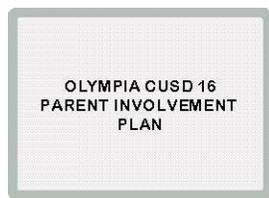
If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have questions, please feel free to contact your building principal.

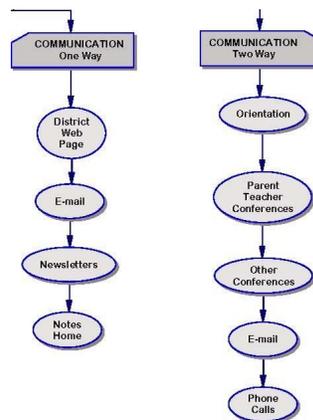
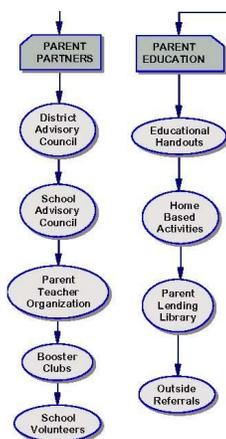
### GUIDANCE & COUNSELING

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

### PARENT INVOLVEMENT PLAN

In accordance with Olympia Board of Education Policy 8:95 the following flowchart represents the Olympia CUSD #16 Parent Involvement Plan:





## CONFERENCES WITH TEACHERS

Parents or others wishing conferences should schedule a meeting time with the teachers. No teacher should be expected to take time away from the class for a conference except in an emergency. Time is set aside twice a year for Parent Teacher Conferences in the Fall and Spring.

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

## EMERGENCY SCHOOL CLOSING

Severe weather may force school closings, late starts or early dismissals and will be announced on:

***The district's automated School Reach service will also notify families of school closings, late starts, and early dismissals. Please notify the school if your contact information changes in order to ensure School Reach calls get to you.***

WJBC radio - 1230 AM

WBNQ radio – 101.5 FM

WGLT radio – 89.1 FM & 103.3 FM

WBWN radio – 104.1 FM

WMNW radio – 96.3 FM

WAND-TV Channel 17 – Decatur

WEEK-TV Channel 25 – Peoria

Olympia website: [www.olympia.org](http://www.olympia.org)

WMBD-TV Channel 31-Peoria WHOI-TV Channel 19-Peoria

## FACILITIES

### RESPECT FOR EQUIPMENT AND FACILITIES

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

### SAFETY

Teachers are to give instructions on fire and weather protection. The evacuation and shelter routes will be posted in each room.

### SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

## LOCKERS

The lockers are property of the school. The school allows all students free use of a hall and gym locker. In order to protect belongings, **each student should keep their locker locked at all times.** Personal possessions brought to school are the responsibility of the student. It is important for students to keep **their locker combinations confidential** to avoid having someone else enter their locker without their permission and to avoid lost or stolen possessions. Periodic locker inspections will be conducted. Students are required to provide the lock for their gym locker. Locks for this purpose will be available for purchase from the school.

## MEDIA CENTER

All print materials may be checked out from the media center. At the end of the school year a fine will be assessed for lost books, magazines and materials. Parents/guardians will be notified of lost or missing items.

## ASBESTOS

This is to notify you that Olympia Community Unit School District No. 16 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763 for each school facility in Olympia. Copies of the Management Plan inspections, response actions and abatement projects are available in the Administrative Office of the School District and in the Administrative Office of each School Building. These plans are available for your inspection during normal business hours of the office (Monday through Friday, 8:30 a.m. to 4:00 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact the Assistant Superintendent, 309/379-6011.

## PESTICIDE APPLICATION PROCEDURES

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 4 days prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

Olympia School District Unit # 16 has therefore established a registry of people who wish to be notified. **If you wish to be included in this registry, please complete the optional form available at the Middle School Office.** Submit it to the principal of the school the student is attending, with the principal forwarding a copy to Mr. Josh Olsen, Assistant Superintendent, Olympia School District Unit #16, 903 E. 800 North Road, Stanford, IL 61774. Any other questions you may have regarding the District's pest management practices may also be directed to the District's Business Manager at 309-379-6011.

## HEALTH

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.

## PHYSICAL EXAM AND IMMUNIZATION POLICY

All students must be compliant with current immunizations for their age/grade level.

Below are the requirements for students attending Olympia Middle School:

### **Sixth Grade Students**

All students entering sixth grade will be asked to present a current physical examination and immunization record. Physical examinations and immunization records presented to the school must be current, within one calendar year of the registration date. If these records have not been presented by **September 15th your child will be excluded from school.**

### **Sixth Grade Students**

All students entering sixth grade will be asked to present a current dental examination on or before **May 15**. The dental examination form presented to the school is required by the state of Illinois and must be current, within one calendar year of the registration date. Illinois law and Olympia policy permits the withholding of report cards if a completed dental examination form is not provided to the school.

### **Tdap Vaccine**

All students entering, transferring or advancing into 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade will be required to show proof of receipt of 1 dose of Tdap vaccine prior to **September 15**. If these records have not been presented by October 15, the student will be excluded from school.

### **New Students**

All transfer students have 30 days from enrollment to provide immunization record. It must be up to date according to the Illinois Department of Public Health. Student must present a physical that was performed after entering 6<sup>th</sup> grade. If entering an Illinois school for the first time, must present a current physical and a current vision exam. If the physical is not submitted, the student will be excluded from school. If the vision form is not presented, the report card can be held.

Exceptions to this policy are:

- Students who have a signed physician’s statement of a medical reason which would prevent immunization.
  - Students with a signed parent/guardian statement explaining the objections to immunization based upon the family’s religious beliefs. Exceptions will not be made for those students who have made an appointment with a physician after the first day of school.
- All students new to the District who are first time registrants shall have 30 days from the date of registration to comply with the immunization and physical exam requirements. If you have any questions regarding this policy, please contact the school office.

## **MEDICATION**

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

No school or district employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student’s

parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

### **ILLNESS AT SCHOOL**

If a student becomes ill or is injured at school, he/she should report to the Main Office and the parents will be called if the student needs to leave the school. Parents are asked to be sure the school has a number where they can be reached in case of emergency. If there is to be an insurance claim, the parent should notify the school office.

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

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

### **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on home or hospital instruction, contact the Middle School office.

**HEARING AND VISION SCREENINGS** Olympia Middle Schools will conduct yearly vision and hearing screenings. New students, teacher referrals and special education students will be screened for hearing. Vision screenings will be done on 8<sup>th</sup> graders, special education students and new students. The Vision Screening that is being done at this time is not a substitute for a complete eye exam and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision and Hearing screening is not an option. If a vision examination report is not on file at the school, your child will be screened.

**STUDENT ACCIDENT INSURANCE** Students accident insurance can be purchased from a link on the Olympia Website. The school does not carry individual student accident insurance.

**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 IESA 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.

## **SCHOOL AND DISTRICT POLICIES**

### **ALCOHOL AND DRUGS**

No student shall possess, use, deliver, sell, transmit, or attempt to possess, use, deliver, sell, or transmit any alcoholic beverage, any prescribed drug, non prescribed drug, any illegal drug including marijuana, any anabolic steroid, any prescription drug used in a manner inconsistent with the prescription or prescribing physician's instructions, drug paraphernalia including bongs, pipes, wrapping papers, or any other substance which the student believed or represents to be any of the foregoing including but not limited to look-a-likes.

Nor shall any student be under the influence of or purport to be under the influence of any of the foregoing substances other than those prescribed by a licensed practitioner for medicinal purposes. 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 strict disciplinary action. Students who sell or give their medication to other students on school grounds are subject to expulsion.

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

### **ATTENDANCE AT AFTER SCHOOL EVENTS**

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. Students must be picked up within 10 minutes of the conclusion of an activity. Failure to do so may restrict the student's ability to attend future events.

### **DRINK POLICY**

WATER- Students are permitted to possess only water in school as long as it is held in a clear container with a secure lid. Outside drink containers from restaurants, coffee shops, gas stations, etc... are prohibited. Containers are subject to examination by school officials.

### **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. In addition, students are not allowed to vape or juul.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b)

about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

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

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

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

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

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

### **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, or any other OMS staff member. A link is available on the school website labeled “Incident Report Form” for this purpose.

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

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

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

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or

expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

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

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

## **BULLYING & AGGRESSIVE BEHAVIORS**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students 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 identify, gender-related identify 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 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 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 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 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 complain manager or any staff member. All school staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted by phone call or in writing.

Students who are guilty of exhibiting this type of behavior towards other students will be subject to disciplinary actions ranging from a warning to suspension with possible recommendation for expulsion. The school will protect students against retaliation for reporting incidents of bullying or intimidation and will take disciplinary action against any student who participates in such conduct. After consultation with the student about his or her behavior, an administrator will notify the parent of the student and refer the student for appropriate intervention services.

\*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.

## DANGEROUS WEAPONS

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 may 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.

## DISCIPLINARY PROCEDURES

When a student commits any disciplinary infraction, his or her parent or guardian will be notified when school officials determine such notification is warranted. A copy of a discipline referral will be sent home with the student. Students who engage in misconduct are subject to further discipline, including detentions, START, Saturday School, or suspensions. 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 out of school suspension or expulsion.

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 to the principal with a completed referral from the teacher. A pre-disciplinary conference will be held with the principal following the issue of that discipline report at which time the student will be allowed to present his/her version of the incident.

Detentions will be assigned to students who are in violation of school rules and will be served after school. Students who fail to follow

the guidelines as established will be subject to further disciplinary action.

Saturday School will be scheduled as needed and will run from 8:00 a.m. to 12 o'clock noon. Students may be assigned to Saturday School in lieu of being suspended from school at the discretion of the Principal. Students who fail to report to Saturday School or violate the established guidelines will be subject to further disciplinary action. START and Out of School Suspensions may also be issued to students who fail to complete an assigned Saturday School.

## 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, program or transportation, as the case may be, to which a student would otherwise be entitled.
- (B) "Suspension" means an exclusion for a period not to exceed ten (10) school days or until the end of the current grading period, whichever is less.
- (C) "Emergency" means a situation where the student's presence poses an immediate or a continuing danger to persons or property or constitutes an ongoing threat of disrupting the educational process.
- (D) "Bus Suspension" means an exclusion from riding a school bus for any length of time.
- (E) "Expulsion" means an exclusion for a period of more than ten (10) school days, but not more than two calendar years.
- (F) "Gross disobedience" and "misconduct" specifically include, but are not limited to the following examples:
  - The willful refusal to obey the policies, rules and regulations of the Board of Education.
  - The willful refusal to obey all reasonable written or oral instructions of a member of the administrative staff.
  - The willful refusal to obey all reasonable written or oral instructions of any member of the teaching staff, designated non-certified supervisory personnel, or bus driver.
  - Willful behavior which interrupts the orderly process of school affairs.
  - Conduct which is or may be physically injurious to persons or property.
  - Truancy.
  - Repeated minor incidents of misbehavior which other disciplinary measures have failed to deter.
  - Behavior which violates or attempts to violate a Board of Education policy, rule or regulation.
  - Possession, use, sale or transmittal of any alcoholic controlled substances or controlled substance or paraphernalia other than those prescribed for medicinal purposes.
  - Excessive unexcused absences.
  - Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certified staff or school bus driver.
  - Use/Possession of tobacco on a school bus, or the school premises during the school day.
  - Possession of weapons or electronic signaling devices.
  - Theft and Vandalism
  - Setting false fire alarms
  - Trespassing on school property. (Entering property without justification and/or permission.)
  - Extortion

## SUSPENSION AUTHORITY

Administrator or designee may suspend a student upon finding that the student has been guilty of gross disobedience or misconduct.

## BUS SUSPENSION AUTHORITY

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

## EXPULSION AUTHORITY

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

## SUSPENSION PROCEDURES

- (A) Except as set forth in subparagraph (B), prior to the imposition of a suspension, the following procedures shall be observed:
- The suspending official shall give the student oral or written notice of the charges which constitute the student's gross disobedience or misconduct
  - If the student denies the charges, the suspending official shall give the student an opportunity to explain the incident.
  - The suspending official shall make a finding, based upon the evidence that the charges are supported by the evidence and a suspension is in order.

(B) When an emergency suspension is imposed, the requirements of (A) 1, 2, 3, above shall follow as soon as possible when practical.

(C) As soon as possible after the imposition of a suspension, emergency suspension or bus suspension, the Superintendent or Principal shall notify the student's parents(s) or guardians(s) of the suspension. Please note the suspension will be served by name of student 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. The notification shall be in the form of a written letter to the parents(s) or guardian(s), which shall be sent by mail. Said letter shall be in the following format:

**“Attention Student and Parent: Pursuant to Section 10-22.6 of the Illinois School Code and 7:200 of the Policies and Regulations of Olympia Community Unit School District No. 16, this letter is to inform you of your rights as a result of this official suspension notice. A copy of this notice will be provided for the Board of Education.**

**You may request a review of this suspension by notifying the Secretary of the Board of Education, in writing, no later than ten (10) days after the postmark of this notice. Upon receipt of the request, the Board shall fix a time and place for the review and you will be notified. You will have the right to be present at the review and may appear and discuss the suspension with the Board of Education.**

**START The student must attend school but is not permitted to attend regular classes. The student will be in a supervised area during the suspension. The student is required to complete all assigned schoolwork and will receive full credit and grades for work turned in.**

**OUT OF SCHOOL SUSPENSION The student is not permitted to attend school or any school activity during the suspension. The student is required to complete all assigned school work and will receive full credit and grades for work turned in.**

**Bus Suspension The student is expected to attend school but is not permitted to ride a school bus to or from school.**

**Student's Name**

**Grade:**

**Birth Date:**

**Date:**

**Reason for Suspension:**

**Dates of Suspension:**

**Signature of Suspending Official:**

(D) Upon receipt of a timely written request of the suspension, the Superintendent shall fix a time and place for the hearing before the Hearing Officer and notify the student's parent(s) or guardian(s) in writing thereof.

(E) The suspension review shall be a closed meeting and shall be conducted by the Hearing Officer in substantially the following

format:

The Hearing Officer shall first hear the statement(s) of the suspending official(s) and all other pertinent evidence.

- (1) The Hearing Officer, the suspended student and/or the parent(s) may ask questions of the suspending official(s) or other witnesses concerning their statements and evidence.
  - (2) 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.
  - (3) The Hearing Officer shall/or suspending official(s) may ask questions of the suspended student, parent(s), guardian(s) or witnesses concerning their statements and evidence.
  - (4) There will be no attorneys present during the review process unless specifically authorized by the Board of Education.
- (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 twenty (20) days after the hearing is concluded.
- (G) Within fifteen (15) days after the conclusion of the suspension review 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) 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.

## EXPULSION PROCEDURES

- (A) The Superintendent or Principal or designee is authorized to initiate proceedings seeking the expulsion of any student. However, no such proceeding shall be initiated unless said person(s) determines:
- That there is evidence that the student has been guilty of gross disobedience or misconduct, and
  - That the 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 be in the following format:
- "Pursuant to Section 10-22.6 of the Illinois School code and the Policies and Regulations of the Olympia Community Unit School District No. 16, the Board of Education requests your appearance at a meeting called by the Board of Education to be held on date at time o'clock m. for the purpose of determining whether there is sufficient evidence to expel Name of Student from Olympia Community Unit School District No. 16."
- "The meeting will be held at Location \_\_\_\_\_."
- "You are advised that Name of Student is reported to have committed the following act(s) of gross disobedience or misconduct at the time(s) and date(s) specified."
- "Name of Student is entitled to be represented by an advocate (including counsel) of his/her choosing at his/her own expense."
- "A Hearing Officer has been appointed by the Board of Education and he/she is Name of Hearing Officer. If you have any questions, please contact the Superintendent at 309/379-6011."
- (D) The expulsion hearing shall be closed to the public and shall be conducted by a Hearing Officer duly appointed by the Board.
- (E) The hearing shall conform to the following:
- Members of the Board may be present as observers.
  - 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.
  - The administration/Board shall proceed first to present its evidence.
  - The student and/or parent may offer evidence and present a defense.
  - The hearing may proceed in the absence of either party, who after due notice, fails to be present.

- The formal rules of evidence shall not be applicable.
- (F) The Hearing Officer shall submit to the Board a written summary of the evidence adduced during the expulsion hearing and his finding(s) and recommendation(s) shall be submitted to the Board not later than twenty (20) days after the hearing is concluded.
- (G) Upon receipt of the Hearing Officer's summary, finding(s) and recommendation(s), the Board of Education, within fifteen (15) days, shall render a decision as to whether the finding(s) are supported by the evidence and either impose or deny the expulsion with a copy being furnished to the student's parent 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 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 practical.
- (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

### **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.

### **DRESS CODE**

Students are expected to be neat and clean while attending school or after school functions at school. Selection of clothing should be with proper regard for modest and good taste. We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and of your schoolwork. Clothing should be neat, clean, and appropriate for public display. **School law provides that dress be neither a safety factor nor a disruption of the educational program. Repeated dress code violations will be reported to the Building Principal, and consequences will range from a verbal reprimand to suspension.**

- Specifically, students may not wear clothing or other wearing apparel that advertises drugs (including alcohol and tobacco), clothing or other wearing apparel with any sort of obscene message or illustration inconsistent with the educational purpose of the school.
- No abbreviated tops, including bare midriffs, camisole tops, halter tops, tube tops without a cover shirt, other short shirts (for example, but not limited to; shorts in which pockets show), nor other immodest attire will be permitted during school hours. Inappropriate tank tops that expose too much skin or undergarments will not be allowed.
- Hats, sunglasses, or other head covers/apparel are not permitted during the regular school day.
- During warm weather shorts may be worn; however, Olympia PE shorts are not to be worn.
- **Students will be expected to store heavy winter jackets as well as school bags in their lockers at all times during the school day**
- Pajama pants are prohibited to be worn during the school day and will not be allowed unless it is a special dress-up day designated by the main office.

### **ELECTRONIC SIGNALING 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. 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:

School personnel will confiscate all personal electronic devices that are not being used for educational purposes, with teacher permission during class. The item will be returned to the student 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 ranging from a verbal warning to suspension/expulsion. 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.

### **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.

### **GANGS**

"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.

### **EDUCATION OF HOMELESS CHILDREN**

Whenever a child and his or her parent/guardian share the housing of another person due to loss of housing 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 (309) 379-5911 extension 9054.

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

Personal items such as 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.

### **LEAVING SCHOOL GROUNDS**

No student is to leave the school building during the school day, unless they are supervised by a member of the staff, without checking in at the office first. Students will not be permitted to leave the school grounds without permission (written or verbal) from their parent, guardian, or parent designee.

### **LOST AND FOUND**

Students finding lost articles should take them to the office. Anyone who has lost an item should inquire in the office.

### **PUBLIC DISPLAY OF AFFECTION**

Students involved in other displays of affection are subject to discipline, which are defined on page 14 under Disciplinary Procedures.

### **REGISTERED SEX OFFENDERS**

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

Any such sex offender who is permitted to come onto school property, either by the Superintendent or Board, must report to the office of the building principal immediately upon his or her arrival and departure from school and, if present in the vicinity of any child, must remain at all times under the direct supervision of the building principal or other designated school official. In cases where advance approval is granted, the Superintendent or 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.

### **RELATIONS WITH LAW ENFORCEMENT AUTHORITIES AND LOCAL AGENCIES**

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. (Board Policy 7:150)

## 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.

## SELLING AND DISTRIBUTION OF MATERIAL

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

## SEXUAL HARASSMENT

Any student who makes unwelcome advances, or unwelcome requests or other verbal or physical conduct or communications constituting sexual harassment to any other student shall be subject to discipline, including suspension and/or expulsion.

## STUDENTS WITH DISABILITIES DISCIPLINE CODE

### 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 applicable state and federal law on the use of behavioral interventions for students with disabilities.

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

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

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

## BEHAVIOR MANAGEMENT

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

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

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

## TRAINING AND PROFESSIONAL DEVELOPMENT

Beginning January 1996, all new special education teachers and related services personnel employed will have this policy reviewed with them. Annually, new personnel will also be provided with a review of 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
- allow student to escape task
- calling/notifying parents
- contingency contracts
- contingent exercise\*
- detention
- differential reinforcement
- direct instruction
- environmental or activity modification
- extinction
- modeling
- peer involvement/mediation
- planned ignoring
- positive practice/over correction\*
- positive reinforcement (individual or group)
- prompting
- proximity control
- punishment writing\*
- redirecting student (physically)\*
- redirecting student (verbal or nonverbal signal)
- response-cost
- restitutional over correction\*
- self-management
- shaping
- teaching alternative behaviors
- teaching self-reinforcement
- time-out (non-exclusionary-in class)\*
- time-out (exclusionary-out of class)\*
- token economy
- 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:

- in emergencies
- in conjunction with positive interventions designed to strengthen competing behaviors.

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

- 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:

### 1. 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.

### 2. Suspension beyond 10 days, or Expulsion

A. The district shall promptly notify the student's parent(s)/guardian(s) of the gross disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to the notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:

1. That the multidisciplinary conference (MDC) team shall meet as soon as possible, but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct: and
2. That the student's parent(s)/guardian(s) are requested to attend the multidisciplinary team meeting at the date, time, and location of the meeting.

### B. MDC Determination

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, and IEP meeting shall be convened to determine appropriate alternative means of service delivery.

C. The Board may not expel a disabled student if the MDC team determines that the student's gross disobedience or misconduct is casually related to the student's disabling condition. The MDC team is responsible to address placement changes, which may be appropriate in light of misconduct found to be disability-related.

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

## 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 as a safety procedure for transportation)
- altering length of school day

## PROHIBITED INTERVENTIONS

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

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

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

## 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.

## TOBACCO & CONTROLLED SUBSTANCES

The use/possession of all types of tobacco/controlled substances is prohibited in the school, on school grounds, on school buses, and on field trips. Tobacco/controlled substances are prohibited while students attend any school or school related activity, on or off campus, before school, during school, after school, evenings and weekends. Students found to be in violation of this policy may be suspended and/or expelled. It is unlawful to smoke while on school grounds. Olympia CUSD #16 reserves the right to prosecute if people are found to be smoking while on school grounds.

## UNIFORM GRIEVANCE PROCEDURES FOR STUDENTS

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 1975**
- **Section 504 of the Rehabilitation Act of 1973**
- **Claims of sexual harassment under the Illinois Human Rights Arts,**
- **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 the superintendent, building principal, director of student personnel, 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 reasonable 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 the problem is not resolved, the grievance should be referred informally to the principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

### **STEP III**

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the director for instructional programs. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant(s) 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 in 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.

## **VISITORS**

Visitors are welcome and must report to the school office for a pass. As visitors arrive at OMS, they are expected to sign in to the Main Office. All visitors will be issued a visitor's pass that they will be expected to return upon departure. While the school welcomes parents and other adults who wish to visit the school, **we ask that children not enrolled here refrain from visiting during classes.** We also ask that when parents would like to visit, that they notify the Main Office of their intentions. If a parent feels it is absolutely necessary that their child bring another student as a guest, the following guidelines must be followed:

- The parents of the sponsoring student **and** the guest each need to make this request in writing and state the reason why this is necessary.
- Students are requested to obtain advance written permission (minimum one day) from their teachers before bringing their guest to school. Visitors are not to ride the school buses.
- Students from area schools will be denied visitor passes when their school is in session.
- Passes for both the sponsoring student and the visitor are obtained from the office.
- The student will accompany his or her guest throughout the day and is responsible for the conduct of the visitor.

## **WORK PERMITS**

Students under the age of sixteen years who are going to work in Illinois must have a work permit. Work permits are obtained from the school principal. Details are available from the school office.

## **STUDENT RECORDS**

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

law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

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

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

2. **The right to 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.

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

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

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

The name and address of the Office that administers FERPA is: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

## **TRANSPORTATION**

### **BUS SAFETY**

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

All school rules apply on the bus. In addition, students must:

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. Students will be allowed to utilize their cell phone on the bus provided it does not cause a distraction with the safety of the bus route.
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.

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

## PROCESS FOR HANDLING BUS DISCIPLINE PROBLEMS

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.

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

## BUS REQUESTS

Parents who wish to have their child ride a bus route different from the one assigned on a daily basis should send a note to the principal and designate with whom and where their child is going. This will be approved by the principal provided there is seating on the bus.