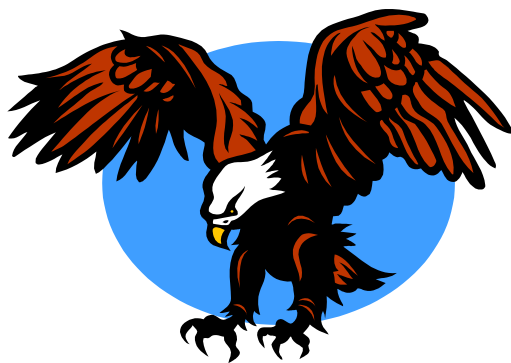


# DAVID L. RAHN JUNIOR HIGH SCHOOL STUDENT HANDBOOK

## 2016 - 2017



**HANDBOOK DISCLAIMER:** Not all disciplinary problems and situations can be identified through the general guidelines. The administrators reserves the right to act appropriately at their discretion in any situation or problem that is not specifically stated, calls for additional disciplinary measures, or to override or suspend the guidelines due to an unusual or unique set of circumstances.

### David L. Rahn Jr. High School Mission Statement

**“Together we will learn, grow and support one another to succeed at DLR and beyond.”**

### OREGON C.U.S.D. #220 MISSION STATEMENT

***“Educate students to be lifelong learners who are productive, responsible citizens”***

David L. Rahn Junior High School  
105 W. Brayton Road  
Mount Morris, Illinois 61054  
(815) 732-5300  
(Fax) 815-734-7129

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## **OREGON COMMUNITY UNIT SCHOOL DISTRICT #220**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website [www.ocusd.net](http://www.ocusd.net) or at the Board office, located at: **206 S. 10<sup>th</sup> St., Oregon, IL 61061**

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

Ed Smith, President  
Bruce Obendorf, Vice-President  
Mary Jo Griffin, Secretary  
Stephanie Haugh, Member  
Terry Wilken, Member  
Corey Buck, Member  
Bryan Wills, Member

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

Thomas D. Mahoney, Superintendent  
Kip Crandall, Principal  
Joanna Cermak, Guidance Counselor  
Mike Lawton, Athletic Director  
Vern Welp, Transportation Director

### **COMPUTER NETWORK AND INTERNET USE**

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users.

However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

### **EDUCATIONAL AND PERSONAL RIGHTS**

It shall be a violation to harass, defame, intimidate, threaten, use profanity toward, assault, or engage in an act of violence against an individual or identifiable group of individuals. Any student who violates this policy shall be disciplined, including possible suspension or expulsion, and notification of law enforcement officials.

## EMERGENCY CONTACTS

It is imperative that the school has emergency phone numbers in addition to the parents' home and work numbers. The emergency contact should be able to pick up your child if necessary.

### EMERGENCY CONTACTS DUE TO INCLEMENT WEATHER

Severe weather sometimes makes it necessary to close school. When this happens, families who registered with the AlertNow notification system will receive a phone call and/or e-mail stating that school has been cancelled. This information will be posted on the district website at [www.ocusd.net](http://www.ocusd.net). In addition, the following television/radio stations will also carry closure information:

WRHL (Rochelle)...1060 AM and 102.3 FM.....WREX TV Ch. 13.....WSDR (Sterling)...1240 AM.....WTVO TV Ch. 17  
WSEY (Oregon)...95.7 FM.....WIFR TV Ch. 23.....WIXN (Dixon)...1460 AM and 101.7 FM.....WZOK (Rockford)...97.5 FM

## ENGLISH LEARNERS

**Comment [CK1]:** Added for district consistency per model student handbook.

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

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

For questions related to this program or to express input in the school's English Learners program, contact Glen Majewski at 815-732-5300.

Please do not call school to see if school will be in session as school phones must be kept open for emergency calls. If inclement weather happens during the day, the safety and welfare of the students will be the first consideration. Students should know what to do and where to go if they are sent home before regular dismissal time. Please set up an emergency plan for such instances.

## GENDER EQUALITY POLICY

The Oregon School District has adopted a gender equality policy statement and has established a sex discrimination grievance procedure. Copies may be obtained in the school district office.

### HARASSMENT (Sexual, Ethnic, Religious)

Written, verbal or physical harassment of students by other students/staff is prohibited pursuant to a written policy, a copy of which is on file in the school office. Violation(s) of this policy can be cause for a disciplinary action, including, but not limited to: suspension, recommendation for expulsion, or termination of employment. Criminal and/or civil proceedings may be pursued as well.

Any student or employee who brings a claim of gender discrimination prohibited by federal law under Title IX of the Educational Amendments of 1972 shall attempt to promptly resolve the grievance with his/her principal. The grievance should be in writing and describe the facts of the situation. The principal or supervisor shall keep a written record of the discussion, provide a copy to the student or employee involved, and render a decision within ten (10) working days.

## HEALTH INFORMATION

### FIRST AID

All first aid is administered in the school nurse's/main office, except for minor scrapes that can be handled in the classroom. If your child sustains a significant injury or head bump, you will be notified in writing or by telephone. If an injury or illness is significant enough for your child to be taken home, you will be advised about medical follow-up if it is deemed necessary. **It is imperative for you to keep the office updated with current home, work, and two emergency phone numbers** so that someone can be contacted if the need arises. Emergency persons should be capable of picking up your child if necessary.

### GUIDELINES FOR EXCUSE FROM PHYSICAL EDUCATION

A doctor's note is required to excuse a child from Physical Education for more than one day. One-day excuses may be issued for medical reasons based on notes from parents or the school nurse. (The school nurse may excuse a child for a second day if deemed appropriate.)

### HEALTH RECORD INFORMATION

Parents/Guardians are asked to fill out a new Health Record Information sheet each year. This form provides the important

information about your child’s health, allergies, special needs, etc. which helps us care for your child’s health needs at school. Because children’s health changes from year to year we need to have you fill out a new one at registration each year to keep us up-to-date. If significant changes occur during the school year, please keep your school nurse informed.

## STATE OF ILLINOIS HEALTH REQUIREMENTS

Every student who will enter Pre-School, Kindergarten, 2<sup>nd</sup> Grade, 6<sup>th</sup> Grade, 9<sup>th</sup> Grade, and 12<sup>th</sup> Grade must meet the following requirements according to Illinois laws:

### Preschool

New Physical Exam (done no more than 1 year before start of school)  
DPT or TD – at least 3 doses  
Polio – at least 3 doses  
HIB – at least 1 dose  
MMR – at least 1 dose  
Varicella (Chicken Pox) – one dose or proof of having the disease  
Hepatitis B – at least 3 doses  
Pneumococcal vaccine (PCV) – Primary series or 1 dose  
Lead screening – date and results done any time before Preschool

### Kindergarten

New Physical Exam (done no more than 1 year before start of school)  
New Dental Exam  
New Eye Exam  
DPT or TD booster – after age 4  
Polio Booster – after age 4  
MMR – 2 doses after age 1  
Varicella (Chicken Pox) – 2 doses of proof or having the disease  
Lead screening – date and results done any time before Preschool

### 2<sup>nd</sup> Grade

New Dental Exam

### 6<sup>th</sup> Grade

New Physical Exam (done no more than 1 year before start of school)  
New Dental Exam  
Tdap – 1 dose  
Hepatitis B – 3 doses  
Varicella – 2 doses  
Meningococcal – 1 dose

### 9<sup>th</sup> Grade

\*New Physical Exam - **Sports Physicals are NOT acceptable**  
Tdap – 1 dose – regardless of last TD or DT.  
Varicella – 2 doses

### 12<sup>th</sup> Grade

Meningococcal – 2 doses (second dose given on or after 16<sup>th</sup> birthday, if 1<sup>st</sup> dose was given on or after 16<sup>th</sup> birthday only 1 dose is needed)

- \* *A regular state Physical Exam form can be used for a sports physical, but a sports physical is NOT acceptable for the state requirement.*

Any student who does not turn in physical exam and correct immunizations by the first day of school may not be allowed to attend school until these are turned in.

## STUDENT ILLNESS

**Guidelines for keeping your child home:** You as the parent or guardian are the best judge of your child’s health. However, we

would like to emphasize that unnecessary absenteeism will only make your child fall behind in his/her classroom studies. Some children complain of not feeling well in the morning, but feel better after getting awake, getting fresh air, and active.

**Please use the following guidelines to determine the need to keep your child home:**

-Temperature 100 degrees or higher. **(Your child needs to be fever-free for 24 hours before returning to school)**

-Diarrhea/vomiting **within the past 24 hours.**

-Undiagnosed rash

-Any contagious condition

Do not hesitate to call the school nurse if you have any questions.

**Note:** A doctor's note is required for a child to be held out of Physical Education for more than one day.

School guidelines for sending a child home from school early:

-A child will be sent home from school with illness after seeing the nurse or health aide.

-A child is automatically sent home if a fever is present.

-If a child has vomited.

-Other severe cases.

All available phone numbers provided to the school may be used in an attempt to contact parents/guardians.

#### **IMMUNIZATION REQUIREMENTS OTHER FOR SCHOOL-AGED CHILDREN\*\***

DPT or TD – 4 or more doses with the last dose qualifying as a booster and received on or after the 4<sup>th</sup> birthday.

Tdap – Children entering 6<sup>th</sup> through 12<sup>th</sup> Grades must show proof of 1 dose regardless of last TD or DT.

OPV/IPV – 3 or more doses with the last dose qualifying as a booster and received on or after the 4<sup>th</sup> birthday.

MMR – Children entering school at any grade level, K-12 must show proof of having received two doses.

HEPATITIS B – A series of 3 injections is required for all students 6<sup>th</sup> grade and older. The first two doses should be no less than 4 weeks apart, and the third dose must be at least 4 months after the first dose.

VARICELLA – 1 dose on or after the first birthday, for children entering 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup>, or a statement from a physician or health care provider verifying that the child had the disease.

\*\* Immunizations are available through Ogle County Health Department for a minimum fee by calling 815-732-7330 Ext. 301 for an appointment; OCHD also accepts Public Aid and Kid Care. Title 77 PUBLIC HEALTH

**Note:** A regular state physical exam form can be used for a sports physical, but a sports physical is NOT accepted for the state requirement. Physical exams and correct immunizations are to be turned in by the first day of school. A student may be denied attendance until these forms are turned in to the school office. All new students coming from out of state are required. NEW Illinois school physical and meet all immunization requirements and will have 30 days to comply.

#### **Immunization Waivers**

The Illinois State Board of Education (ISBE) has developed guidelines for medical or religious immunization exemptions. The guidelines can be found at: [http://www.isbe.state.il.us/school\\_health.htm#immu](http://www.isbe.state.il.us/school_health.htm#immu)

#### **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. All absences beyond one day due to lice or nits will be subject to the unexcused absence policies.
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 and accompanies him/her 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.
5. It will be kept as confidential as possible, but other children that associate closely with those affected may be checked.

#### **MEDICATIONS AT SCHOOL**

1. Prescription Medicines—School Policy states that medications may be given to students only upon a

**Comment [CK2]:** Added for district consistency per health department guidelines.

written prescription from a physician and the written request of a parent/guardian. The green "Consent for Administration of Prescription Medication" form must be filled out and signed by the doctor and the parent/guardian.

**Guidelines for sending medication to school:**

- Medicine must be sent in its original container.
- On the medication container must be written the student's name, date, and dosage to be given.
- All medications will be kept in the nurses' office unless we receive a doctor's order for the child to carry it.  
(Example: inhaler for asthma.)

2. **Non-prescription Medicines**—School Policy states that non-prescription medications will be given at school only if it is necessary for your child to perform better in school, e.g. cough medicine for "cold" symptoms without a fever. The blue "Consent for Administration of As-Needed Medications" form must be filled out and signed by the parent/guardian.

## **MEDICATION CONSENT / NURSING INTERVENTION**

Every parent must fill out an online consent for Administration of As-Needed Medications form for each student. This form becomes a permanent part of a student's health record, just as the physical exam, dental exam, and the immunization record.

## **REPORTABLE COMMUNICABLE DISEASES**

Chicken pox, strep throat, scarlet fever, measles, impetigo, pinkeye, lice, and scabies must be reported to the office or school nurse. **Your child should not be in school with any of these conditions until they are properly treated and non-contagious.** Ringworm should not keep a student out of school, but must be covered if in an area that will come in contact with other children's skin.

## **BREAKFAST PROGRAM**

Any student wishing to eat breakfast prior to school is more than welcome. Interested students may report to the cafeteria at 7:20 a.m. to eat and leave to go back outside when finished.

## **LUNCH**

It is the policy of the Food Service Department of the Oregon Community School District to recognize the parent/guardian's responsibility to provide a lunch for their children either by sending a cold lunch from home or assuring they are provided with lunch money on a daily basis. Proper nutrition is essential for learning to occur. All meals served by the Food Service Department of the Oregon Community School District comply with the U.S.D.A. guidelines for the National School Lunch Program. The District uses *Meals Plus* a pre - paid system for school meal accountability.

Funds must be deposited into a student's account prior to purchasing any item in the school cafeteria.

Deposits may be made at all District School Offices.

Meals payments may also be made using eFunds and online payment system. No cash is accepted in the lunch line payments must be made through the school office or online.

**K- 4 Grade** – Lunch/Breakfast money is collected by teachers in the classroom and taken to the office for deposit.

**5 - 6 Grades** – Lunch/Breakfast money is turned in by students in the Etnyre Wing office.

**7 - 8 Grade** - Lunch money is turned in by students in the DLR Jr. High Office by 10:00 a.m.

**9 - 12 Grade** - Lunch money is turned in by students in the OHS office or checks only can be placed in the drop box located outside the school office. Please do not put cash into the drop box.

*\*To ensure proper credit for deposits please place lunch deposit in an envelope with the students full name, school, and deposit amount written on the outside of the envelope. You may deposit for all students in your family at one school; be sure to write all students school and the amount for each student on the envelope. Funds received after 10:00am will be credited to the next day.*

***NOTE: All balances from the end of last year will carry over to the next school year. Balances will also follow students as they move to a different building in our district. Refunds will only be given upon graduation or if you move from the District.***

**E-Funds** - Payments for student meal accounts may be made online through a service called e-funds. By going to the school district's website, [www.ocusd.net](http://www.ocusd.net) and selecting online meal payment, you may make meal payments for all your students with a credit card or a bank account transfer from your checking account. *\*If you are new to the system you will need your students ID number. It may be obtained by calling the Food Service Director at 815-732-5300 EXT 2118.*

### **Charging Policy**

O.C.U.S.D has a **NO CHARGE POLICY** students are not allowed to charge any meal - milk - or ala-carte item. If a student does not have funds available in their lunch account to purchase a lunch they will be offered an alternate meal of a PB&J or cheese sandwich. The student will be charged for the alternate meal which costs \$1.50.

### **Free and Reduced Price Meals**

Applications for free and reduced price meals for each school year will be distributed to all families on registration day. Applications will be also be available four weeks before the start of the next school year (sometime in mid-July) at the District Office and online at the Districts web site. Applications will not be accepted before that time.

*\*Please note that until your application has been approved any meals provided are the responsibility of the parent/guardian.*

### **NON-DISCRIMINATION POLICY**

The Oregon Community Unit School District will not discriminate on the basis of religion, race, color, national origin, sex, handicap, or sexual orientation. OCUSD # 220 follows the requirements of Section 504 of the Rehabilitation Act of 1973 which states that, *“No otherwise qualified individual with handicaps...shall, solely by reason of his handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...”*

### **PARENT CONCERNS**

When parents have questions or are concerned with a classroom issue, they should make an appointment to discuss the matter with that teacher in private. If the issue is still unresolved after this conference, an appointment should be made with the principal. Issues not resolved at this level may be discussed with the superintendent. Further appeals may be made through the superintendent's office *who will act as the liaison to the Board of Education.*

### **PEST REQUIREMENTS INFORMATION**

Information of the district's pest management system is available upon request from the district office.

### **PHYSICAL RESTRAINT/CORPORAL PUNISHMENT**

Corporal punishment is not used in the Oregon School District. However, school personnel may use reasonable force for self-defense, to protect others, and to protect property.

### **REQUEST FOR SPECIAL EDUCATION EVALUATION**

As part of the district responsibility for Special Education Child Fund, the district requires all requests for special education evaluations be put in writing and addressed to the building principal where your child is enrolled.

### **RESPONSE TO INTERVENTION (RtI)**

Response to Intervention (RtI) is a term to describe Oregon District 220's multi-tiered approach to the identification and support of students with learning, behavior, or emotional needs. The RtI process begins with high-quality instruction and universal screening of all children. Learners who are not meeting district expectations are provided with interventions at increasing levels of intensity to accelerate their rate of learning or improve their social/emotional functioning. These interventions may be provided by a variety of personnel, including general education teachers, special educators, specialists, or other staff in the building. Progress of these interventions is closely monitored to assess the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction or intervention. RtI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by student outcomes.

### **RESIDENCY REQUIREMENTS**

State regulations require parents to prove that they are residents of the school district on an annual basis before their children may attend school. Parents must provide two proofs of residency at each school their children attend. Examples of proofs are driver's license, a copy of a utility bill, an auto insurance card, or a property tax bill.



## RETURN TO LEARN PROTOCOL

**Comment [CK3]:** Added for district consistency per model student handbook.

The RTL Team, student, and parent(s) will determine a plan specific to each individual returning to school from a concussion..

RTL Team: School Nurse, school counselor, classroom teacher, athletic trainer (for RTP protocol)

<b>STAGE 1</b>	No School Attendance Emphasize total cognitive and physical rest
<b>STAGE 2</b>	Return to school with a reduced schedule with academic accommodations.  <b>Accommodations/Modifications:</b> <ul style="list-style-type: none"> <li>Reduced schedule (half or reduced day)</li> <li>No tests or quizzes</li> <li>Reduced or no homework</li> <li>Extended time on assignments and deadlines</li> <li>Provide copies of lecture notes and historical guidance/examples as needed (situations of memory loss)</li> <li>Limited technology</li> <li>Visual accommodations for light sensitivity</li> <li>No physical education</li> <li>Preferential seating</li> <li>Allow for rest breaks</li> </ul>
<b>STAGE 3</b>	Return to school with academic accommodations.  <b>Accommodations/Modifications:</b> <ul style="list-style-type: none"> <li>Reduced schedule if needed</li> <li>Modified or reduced tests, quizzes, and homework</li> <li>Extended time on assignments and deadlines</li> <li>Provide copies of lecture notes</li> <li>Limited technology</li> <li>Visual accommodations for light sensitivity</li> <li>Limited physical education per doctor recommendation</li> <li>Preferential seating</li> <li>Allow for rest breaks</li> </ul>
<b>STAGE 4</b>	Return to full day of school when symptom free*  <b>Accommodations/Modifications:</b> <ul style="list-style-type: none"> <li>Resume current academic load</li> <li>Begin Return to Play program</li> </ul>

Students must meet each stage's requirements before moving to the next stage, but may start at any stage as recommended by the doctor.

A 504 Plan will be considered for long-term or severe cases as recommended by the doctor.

\*Symptom free: no headaches, no dizziness, no sensitivity to light/noise

## SEARCH PROCEDURE

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

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

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers,

desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

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

### **SPECIAL EDUCATION STUDENTS AND BEHAVIOR INTERVENTION POLICY**

It is the purpose of this policy to comply with P.A. 89-191 of The School Code on the use of behavioral interventions for students with disabilities. The OCEC/District recognizes that appropriate interventions are necessary for all students, disabled or non-disabled, whose behavior is not acceptable, and that Administrators, Teachers and other School Personnel who work with students with disabilities require training and guidance in the use of behavioral interventions. A goal of this policy and procedures (hereafter collectively, "Policy") is to make available training and guidance to administrators and teachers of students with disabilities who require behavioral intervention, that provides ways for working successfully with said students, in order to provide an environment in which said students can learn. The policy recognizes that the use of positive or non-aversive interventions is generally most consistent with the educational goals of promoting students' academic, social and personal growth. Therefore, non-aversive or positive desirable interventions designed to develop and strengthen desirable behaviors should be used to the extent possible and are generally preferable to the use of aversive or more restrictive procedures. While positive approaches alone may not always succeed in controlling inappropriate behavior, the use of more restrictive procedures may be necessary and should be utilized as provided in the Policy.

### **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) and IL Administrative Code 23 I, S.375.30 afford parents certain rights with respect to their child's educational records. School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. ***Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.***

After transfer, graduation, or permanent withdrawal from school, a destruction schedule goes into effect (60 years for permanent records and 5 years for temporary records).

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. 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; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue. SW  
Washington, D.C. 20202-4605

## 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. Information on this can be obtained from the school office.

**Comment [BM4]:** Added to align with public act 99-443. Ms. Cremeens is organizing a counseling meeting to address getting the resources organized for students and parents.

### TEXTBOOKS AND LIBRARY BOOKS

Most textbooks are rented to students and must be returned at the end of the year. Therefore, it is important that texts be cared for properly. The following fines will be assessed when a textbook is returned at the end of the school year:

#### *Textbook Charges*

<b>1. Loose Bindings/Cover Damage</b>	Up to 100%
<b>2. Missing Page(s)</b>	100%
<b>3. Ink/Highlighter/Pencil Marks</b>	\$5.00
<b>4. Obscenities- drawn or written</b>	100%
<b>5. Damages that prevent reuse</b>	100%
<b>6. Water Damage</b>	Up to 100%
<b>7. Torn Page</b>	\$1 per page
<b>8. Missing Both Bar Codes</b>	100%
<b>9. Book Rebinding</b>	\$10.00
<b>10. Overdue fine</b>	\$5.00

In addition, penalties may be applied for overdue library books. Library books that are late and/or lost will be billed for the price of the book during the last week before the holiday breaks and at the end of the year. If your student's book turns up, simply return it, and the money will be refunded. However, the fine will be subtracted from the amount paid and retained by the library. The amount for a fine is \$0.50 / day after a 10 day grace period, and there is a ceiling of \$5.00. This means that if you have the book for more than 10 school days after it is due (meaning the book was checked out 5 weeks ago!), on day 11 the daily \$0.50 fine will be added for all the days it was late. In other words, don't be more than 10 days late when returning the book. The price of the lost book is the price the library paid for the purchase. So, if cost of the book is \$20.00 and you return it after having paid the lost fee, you will receive \$15.00 back. You will need to pay only the \$5.00 fine.

### Tip Line

The district Tip-Line (**732-2226**) is intended to provide a method to safely and anonymously report potentially important information. The district Tip Line should be used under the following scenarios:

- Events planned to occur
- Events that have occurred and are being investigated



Ogle County Educational Cooperative  
Michael Noble, Director

417 N. Colfax  
P.O. Box 582  
Byron, IL 61010  
(815)234-2722  
Fax (815)234-2938  
mnoble@ocecil.org

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### **Guidelines For Service Animals in School Settings**

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent of Schools and must contain required documentation of vaccinations. This written request must be delivered to the Superintendent of Schools' Office at least 10 business days prior to bringing the service animal to school or a school function.
2. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, and Coronavirus), Bordetella, and Rabies.
3. Owners of service miniature horses must provide annual proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephalomyelitis, Rhinoneumonitis, Influenza, and Strangles
4. All service dogs must be spayed or neutered and evidence of same provided to the District by the Owner.
5. All service animals must be treated for, and kept free of, fleas and ticks.
6. All service animals must be kept clean and groomed to avoid shedding and dander.
7. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property. The Owner must sign a statement acknowledging this responsibility.
8. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted in schools as a "service animal."
9. The animal must be "required" for the individual with a disability.
10. The animal must be "individually trained" to do work or a task for the individual with a disability. Documentation of such training must be presented to the District by the Owner of the service animal.
11. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classroom, or at school functions, will be handled on a case-by-case basis, considering:
  - a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features.
  - b. Whether the handler has sufficient control of the miniature horse.
  - c. Whether the miniature horse is housebroken.
  - d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.
12. Removal of a Service Animal: A school administrator may ask an individual with a disability or his parents to remove a service animal from a school building, a classroom, or from a school function if any one of the following circumstances occurs:
  - a. The animal is out of control and the animal's handler does not take effective action to control it.
  - b. The animal is not housebroken.
  - c. The animal's presence would "fundamentally alter" the nature of the service, program, or activity.

13. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.
14. The District is not responsible for the care or supervision of a service animal, including providing food or water for the animal, walking the animal or responding to the animal's need to relieve itself.
15. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
16. Students with service animals are expected to care and supervise their animals. In the case of a young child or a student with disabilities who is unable to care for or supervise his service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the discretion of the building administrator.

# **DAVID L. RAHN JUNIOR HIGH SCHOOL POLICIES**

## **ACADEMICS**

### **ACADEMIC SCHEDULE**

All students will be enrolled in a complete, basic program of study during their two years. The following courses are required of all students: English/Language Arts, Mathematics, Social Studies, Science, and Physical Education. All students may elect to take band, or choir, or both. Students will also have a study hall, known as "T.R.Y." (Taking Responsibility Yourself) during one period. All students will take nine week courses of Health and Art, and a semester of Computers. The "T.R.Y." period will give students the opportunity to seek help from the monitoring staff member. Students not included in initial registration and class loading will be assigned to classes based upon class size.

### **GRADE REPORTING**

Students will receive a grade report card at the end of each semester. All full year courses will yield one final grade at the end of the year. Semester courses will yield one final grade at the end of the semester. Final grades will be recorded on the student's permanent record card. The letter grades and connotations are:

"A"	Excellent
"B"	Good
"C"	Average
"D"	Poor
"F"	Failure to meet minimum standards

The grading scale at DLR Junior High is as follows:

A	95 - 100	C	77 - 79
A-	92 - 94	C-	74 - 76
B+	89 - 91	D+	71 - 73
B	86 - 88	D	68 - 70
B-	83 - 85	D-	65 - 67
C+	80 - 82	F	0 - 64

Progress reports are sent home with students at each mid-term. Students that carry a D and/or F will receive a phone call home each week on Thursdays. These reports may reflect any and all levels of student performance.

### **WEIGHTED GPA FOR HONORS CLASSES**

1. Each student in an honors class will get a bump of .5 point on GPA as they do at the high school level.
2. Students that are achieving a D or F cumulative for the semester can be placed in the "at grade level" class. Teacher discretion can be observed in unusual situations for other placement.

**Comment [CK5]:** Added mid-year 2015-16.

### **LATE HOMEWORK**

Because homework assigned is an integral part of assisting students in comprehending an essential outcome as determined by our curriculum, turning in homework late is a discouraged practice at DLR. Teachers will develop a late homework policy, which does not violate handbook procedures, and communicate this policy to their classes. Students may receive various interventions in order to provide time and incentives to complete work.

### **PARENT CONCERNS**

When parents have questions or are concerned with a classroom issue, they should make an appointment to discuss the matter with that teacher in private. If the issue is still unresolved after this conference, an appointment should be made with the principal. Issues not resolved at this level may be discussed with the superintendent. Further appeals may be made through the superintendent's office.

### **PHYSICAL EDUCATION EXEMPTION REQUIREMENT**

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or

2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

### **PROMOTION AND RETENTION**

David L. Rahn Junior High promotes academic excellence. Students must demonstrate academic skill development as well as appropriate behavioral and social skills in order to be promoted to the next grade. A promotion ceremony may be held for successful eighth graders, but participation is optional. If the ceremony is held and the student chooses to participate, standards of dress and behavior will be in effect. The promotion ceremony may be denied at any time for reasons of improper behavior. Students who demonstrate deficiencies in academic skill development and/or behavioral/social skills may be retained. Our Student Assistance Team (SAT) will then convene for the purpose of developing a plan consisting of appropriate interventions for the student and family as a means of addressing those deficient skills. Additionally and depending upon circumstances, extreme absenteeism may be a factor in the decision to retain a student. Eighth graders who are not promoted may not participate in the promotion ceremony and will not receive a promotion certificate. On a rare occasion a decision may be made to allow a student to attend high school the following year without formal promotion. In such a case, the student is not allowed to participate in the promotion ceremony and will not receive a promotion certificate.

### **SCHOOL SUPPLIES – Seventh & Eighth Grade**

Gym socks & shoes (non-marking)  
P.E. Towel  
Red gym shorts (shorts must comply to the dress code)  
Gray gym shirt  
3x5 Note Cards  
Five separate spiral notebooks (100 pages each) for journals (8<sup>th</sup> grade only)  
3-ring binder with side pockets  
Loose leaf 3-hole notebook paper wide rule (2 packets)  
Folder with side pockets for each subject  
Folder with metal prongs in center (8<sup>th</sup> grade only)  
Ruler and eraser  
Erasable ball point pens (black or blue only for writing)  
One (1) red ball point pen  
#2 pencils (supply for year)  
8 color fine-tip markers or colored pencils (only water soluble markers; NO permanent markers or Sharpies)  
9x12 Sketchbook for Art Class (included with Art fee)  
Highlighter  
Hand held calculator - TI-30 XIIS  
Four (4) boxes of tissue  
Thumb/Flash Drive  
Graphing Paper 4x4 (7<sup>th</sup> and 8<sup>th</sup> grade)  
T.R.Y. Assignment Notebook (*can be purchased at the DLR office for \$5.00*) ***need approval***

**Note:** Correction fluids such as "White-Out" are strictly prohibited – correction tape is permitted

Some additional materials may be required for individual classes as indicated by the teachers once school begins. THERE IS A \$15.00 FEE FOR ART CLASS, \$5.00 FEE FOR SCIENCE CLASS, \$20.00 FEE FOR BAND, and \$20.00 FEE FOR CHOIR IN ORDER TO OFFSET THE DISTRICT SUPPLY COSTS. THIS FEE WILL BE COLLECTED BY THE OFFICE SECRETARIES AT REGISTRATION.

### **"T.R.Y." (Taking Responsibility Yourself) CLASSES**

"T.R.Y." sections are opportunities for students to do some of their assigned work and receive help from monitoring teachers. Teachers will closely monitor student "T.R.Y." books in an effort to get students to do their work. "T.R.Y." classes are not times for sleeping, conversation, inattentiveness or general goofing off. Students will be able to listen to music during T.R.Y., if they are eligible. If a student maintains no late assignments or missing assignments on a weekly basis, he/she will be allowed to listen to MP3/iPod players during TRY class.

### ATTENDANCE POLICY

In an effort to maintain a quality education and good attendance levels, Oregon Community Unit School District 220 has enacted the following policy: the parent or guardian of any student in District 220 may be contacted when the student has been absent a total of **7 days**. If necessary, appropriate steps will be taken to improve the student's attendance. Following a total of **10 days** absent, to excuse each absence thereafter, a physician's note stating specific medical reasons for the student's absence will be required within 24 hours of the student's return to school. While seeking a medical excuse, the student's parent or guardian must still comply with absence notification procedures. Should a parent or guardian choose not to secure a medical excuse, the absence will be considered unexcused. Medical notes must state the specific days that a student is excused from school and be signed by a doctor. The medical note must state that the student has been seen by the doctor.

A referral may be made to the Lee/Ogle Regional Office of Education Truancy Intervention/Prevention Program after three (3) unexcused absences during the previous 180 days of school attendance.

### ABSENCE REPORTING PROCEDURES

The proper procedure for reporting an absence includes 2 parts: 1) a call by 8:45 a.m. the morning of absence; 2) a confirming note from the parent presented to the office upon the student's return. Call (815) 732-5300 to report an absence. If necessary to call before the office is open, parents may leave a message on the answering machine.

*ALWAYS SEND A NOTE. WHEN IN DOUBT, SEND A NOTE.*

If a call is not received by 8:45 a.m., the school will attempt to contact the parent. However, in that case, since parental notification was not received, the absence will be considered unexcused.

### CLOSED CAMPUS

No student will be allowed to leave the school grounds without the permission of administration. In the event that a student must leave school during the day, a note from the parent must be presented to the office. Students may not leave building for lunch.

### HOMEWORK REQUESTS

If a student is absent, he/she will be able to make up the work upon return to school. **Homework may be requested for a student after the 2<sup>nd</sup> consecutive day absent.** A request for homework needs to be phoned into the office as soon as possible to allow time to collect the assignments. All homework will be available for pickup at the end of the school day. Requests made late in the day cannot be guaranteed to be ready that day. Students will be granted two days for every day absent (a maximum of five days will be permitted). For example, if an assignment was due on Monday when the student is absent and the student returns to school on Tuesday, then the assignment is due on Wednesday.

### TARDY

Students are required to get to class on time. A student will be considered tardy, to class, if arrival is within five minutes of the bell. Arrival after five minutes of the beginning of class without excuse from a teacher or the office will be considered cutting the class. The following serves as a guide for consequences for each quarter that will occur for arriving late to individual classes after 1st period:

1 <sup>st</sup> and 2 <sup>nd</sup> tardy-	Warning
All subsequent tardies-	After school detention

### LATE ARRIVAL TO SCHOOL

Students are required to get to school on time. Students arriving late to school, after 7:45am but prior to 8:23am will be considered a late arrival. The following serves as a guide for consequences for each semester that will occur for arriving late to school:

1 <sup>st</sup> late arrival to school-	Warning
2 <sup>nd</sup> and 3 <sup>rd</sup> late arrival-	after school detention
4 <sup>th</sup> and 5 <sup>th</sup> late arrival-	in school suspension
6 or more late arrivals-	parent conference to issue attendance contract

In addition to the above, the following serves as a guide for consequences that will occur for arriving late to school two or more times a semester:

- Students with excessive late arrivals may be referred to the Regional Office of Education.



## TRUANCY

Truancy is the absence from more than one class that is without the consent of either parent or school. An absence for which there is neither a parental phone call or a note will be considered truancy. Truant absences will be unexcused. Truancy consequences will be administered per the discipline policy. Truancy will be reported to the Regional Office of Education.

## TYPES OF ABSENCES – Excused or Unexcused

### EXCUSED ABSENCES

Under Section 26-2a of the Illinois School Code, the following circumstances are considered valid causes for a student’s absence:

- significant illness
- death in the immediate family
- observance of a religious holiday
- family emergency
- other situations approved by the school administration

Absences meeting the requirements of state law will be marked “excused” provided proper procedures are followed.

Every effort should be made to make medical appointments outside of the school attendance day. The Oregon School District discourages parents and guardians from taking students on family vacations during periods when school is in session. Notification of such family trips/vacations must be made at least two school days in advance. Students need to obtain a vacation approval form from the office. The form must be shown to each teacher in order to obtain all homework assignments prior to the absence. Family trips/vacations will be excused for up to a total of five days. More than five days will require administrative approval.

The student is responsible for making up the work missed following any excused absence. Doing any work that has been missed will help students keep up with the class and assist in understanding what is being taught next. Teachers will determine the appropriate time limit for makeup work.

### UNEXCUSED ABSENCES

Examples of unexcused absences are as follows:

- absence due to suspension
- absence not verified by parent call or note following proper procedures
- babysitting
- birthdays
- car trouble or any type of transportation problem with personal transportation
- employment
- hair appointments
- incarceration
- leaving assigned area without a note
- leaving school without permission from the office
- missing the bus
- oversleeping
- photography sessions
- shopping
- trips not approved
- truancy, defined as tardiness over 5 minutes without a valid reason
- leaving class (or assigned area) without permission
- being somewhere other than class without permission
- others at principal's discretion

A PARENT’S CALL **DOES NOT** MAKE THE ABSENCE EXCUSED IF THE REASON FOR THE ABSENCE IS NOT EXCUSABLE. AN UNEXCUSED ABSENCE MAY BE APPEALED TO THE PRINCIPAL, WHOSE DECISION WILL BE FINAL.

Unexcused absences may result in a grade of zero for any work missed. In the interest of education and learning, however, students are required to make up work that is missed. An unexcused absence may be appealed to the principal, whose decision will be final.

## GUIDANCE OFFICE

Our counselor is available to help students work through problems and to help guide them through various matters. The student should indicate the desire to see the counselor, who will then set a meeting time least disruptive to student learning.

## GENERAL INFORMATION

### Bell Schedule

#### **Regular Schedule – 2015-2016**

1 <sup>st</sup> Period	7:45 – 8:23 – Enrichment - Pledge of Allegiance/Moment of Silence
2 <sup>nd</sup> Period	8:26 – 8:48 – Homeroom
3 <sup>rd</sup> Period	8:51 – 9:37
4 <sup>th</sup> Period	9:40 – 10:26
5 <sup>th</sup> Period	10:29 – 11:15
6 <sup>th</sup> Period	11:18 – 12:38
“A” Lunch	11:18 – 12:04
6B Class	12:04 – 12:38
6A Class	11:18 – 12:04
“B” Lunch	12:04 – 12:38
7 <sup>th</sup> Period	12:41 – 1:27
8 <sup>th</sup> Period	1:30 – 2:16
9 <sup>th</sup> Period	2:21 – 2:50 – TRY – Announcements

#### **Early Release Schedule – DLR 11:40 am. Dismissal (12:00 p.m. District Dismissal)**

1 <sup>st</sup> Period	7:45 – 8:15 – Enrichment - Pledge of Allegiance/Moment of Silence
3 <sup>rd</sup> Period	8:18 – 8:44
4 <sup>th</sup> Period	8:47 – 9:13
5 <sup>th</sup> Period	9:16 – 9:42
6 <sup>th</sup> Period	9:45 – 10:11
7 <sup>th</sup> Period	10:14 – 10:40
8 <sup>th</sup> Period	10:43 – 11:09
9 <sup>th</sup> Period	11:12 – 11:40 – TRY – Announcements

#### **Early Release Schedule – DLR 1:10 p.m. Dismissal (1:30 p.m. District Dismissal)**

1 <sup>st</sup> Period	7:45 – 8:15 – Enrichment - Pledge of Allegiance/Moment of Silence
3 <sup>rd</sup> Period	8:18 – 8:54
4 <sup>th</sup> Period	8:57 – 9:33
5 <sup>th</sup> Period	9:36 – 10:12
7 <sup>th</sup> Period	10:15 – 10:51
6 <sup>th</sup> Period	10:54 – 12:02
“A” Lunch	10:54 – 11:23
6B Class	11:26 – 12:02
6A Class	10:54 – 11:30
“B” Lunch	11:30 – 12:02
8 <sup>th</sup> Period	12:05 – 12:41
9 <sup>th</sup> Period	12:46 – 1:10 – TRY – Announcements

#### **Early Release Schedule – DLR 1:40 p.m. Dismissal (2:00 District Dismissal)**

1 <sup>st</sup> Period	7:45 – 8:17 – Enrichment - Pledge of Allegiance/Moment of Silence
3 <sup>rd</sup> Period	8:20 – 9:00
4 <sup>th</sup> Period	9:03 – 9:43
5 <sup>th</sup> Period	9:46 – 10:26
7 <sup>th</sup> Period	10:29 – 11:09
6 <sup>th</sup> Period	11:12 – 12:23
“A” Lunch	11:12 – 11:40
6B Class	11:43 – 12:23
6A Class	11:12 – 11:52
“B” Lunch	11:43 – 12:23
8 <sup>th</sup> Period	12:26 – 1:06
9 <sup>th</sup> Period	1:11 – 1:40 – TRY – Announcements

**90 Minute Late Start Schedule:**

1st Period	9:10 – 9:45 – Enrichment - Pledge of Allegiance/Moment of Silence
3rd Period	9:48 – 10:25
4th Period	10:28 – 11:05
6th Period	11:08 – 12:15
“A” Lunch	11:08 – 11:35
6B Class	11:38 – 12:15
6A Class	11:08 – 11:35
“B” Lunch	11:38 – 12:15
5th Period	12:18 – 12:55
7th Period	12:58 – 1:35
8th Period	1:38 – 2:15
9th Period	2:20 – 2:50

**BEVERAGES/FOOD**

With the exception of water in a plastic container, students will not be allowed to consume or possess food and drink items in the hallway or classrooms. Students may only bring beverages/food to school that are to be consumed during lunch. Beverages/Food brought for lunch must be consumed entirely during lunch and will not be allowed to be carried back to the lockers or taken outside or to the gym. After the last period of the school day, beverages may be taken unopened to the outside when the last bell rings. Milk may be purchased during lunch.

**BOOK BAGS/STRING BAGS**

Students may carry books to or from school in book bags/string bags. But during school, book bags/string bags must be left in lockers. Textbooks actually suffer more harm, not less, in book bags, and the combination of crowded halls and cumbersome book bags result in student injury.

**CANDY**

Candy is discouraged, but is allowed at the discretion of the classroom teacher. However, if it becomes a significant maintenance problem, it will be disallowed. Candy may only be consumed during class or in the hallway.

**GUM**

On a trial basis, gum chewing will be allowed during the school day at DLR with the exception of PE, band and choir classes. At their discretion, individual teachers may also prohibit the use of gum. If garbage or gum found in unwanted areas becomes an issue, the use of gum will be banned.

**DRESS CODE**

Student dress and grooming must not disrupt the educational process: interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. The School Board believes it is the parent's responsibility to have their children dress in an acceptable manner in school. Any form of dress that is deemed to be a distraction or disruption to the educational process is unacceptable, such as:

- Clothing must be non-transparent (undergarments cannot be seen), size appropriate, and in good repair. Clothing cannot be excessively torn, ripped or shredded or deemed indecent. For example, ripped or shredded jeans with holes above mid-thigh are not permitted.
- Shirts, blouses, and dresses must cover the abdomen, back and shoulders with undergarments completely covered. Tube skirts may no longer be worn at school.
- Shirts, blouses, and tops that are not tucked in must be long enough to cover the midsection when the student is standing or sitting so that no undergarments or boxers will show. The following will not be allowed (this is not a comprehensive list): tank tops; tops with back out, cleavage showing, or any midriff showing.
- Pants or shorts must be worn as designed. **Skirts, dresses, and shorts must come to mid-thigh or below.** Skirts or shorts that do not meet the criteria will need to be worn over leggings that do meet the criteria.
- Students will wear appropriate and safe footwear at all times. House or bedroom slippers are inappropriate indoor academic attire.
- Biking shorts or any cut-offs are not permitted.

- Sunglasses, hats, caps, visors, sweatbands, and bandanas may be worn to school, but upon entry to the school and bus must be removed.
- Sagging or baggy pants not worn at the waistline are not permitted.
- Sleeping wear such as pajama pants and tops are not permitted.
- Chains on wallets or any item that could be construed as a possible weapon are not permitted.
- No clothing or jewelry displaying language or symbols promoting violence (such as guns), vandalism, sex, suggestive material, Satanism, use of drugs, alcohol or tobacco, or containing language/symbols degrading any gender, cultural, religious, or ethnic values are permitted. All jewelry must be removed for P.E. class.
- Coats shall be left in the student's locker unless given permission otherwise.

The above list is only a guideline and should not be considered all-inclusive. When dress is identified as inappropriate, the student will be immediately referred to the building principal for appropriate action which could include:

- A request to remove or change the unacceptable clothing, jewelry, etc.
- Parental contact to bring in acceptable clothing.
- Incidents of inappropriate dress will include consequences per the discipline policy.

We are committed to providing the best educational climate possible. Student dress is part of that climate. We expect all students to respect and observe the stated dress code and guidelines. The administration will make the final determination regarding the appropriateness of clothing in question.

### **EDUCATIONAL FIELD TRIP ELIGIBILITY**

Field trips are an important component to a child's education and are considered a part of the school day. Students will be bused to and from field trips using district transportation. If the field trip concludes at the end of the school day, parents who attended the event as chaperones may sign out their child in writing and transport the child home if they wish. Students may ride home only with a parent or legal guardian. Any other special transportation request must be approved by the school principal in advance of the event. Student behavior may result in suspension of an academic field trip. In such cases, an appropriate alternative assignment will be issued to the student in lieu of attending the field trip.

### **HALL PASSES**

Students who are out in the hall instead of class must have passes. This includes trips to the restroom. Additionally students are to walk, not run, jog, hop, jump, etc. Boisterous behavior will be corrected, and any and all staff members will have authority when it comes to the maintenance of good behavior. Students wanting to see the nurse cannot do so without a pass from a teacher.

### **LOCKS AND LOCKERS**

A locker will be assigned to each student. Each locker is equipped with a combination lock. Students are not to give their combination to anyone else. Additionally students will be issued a combination padlock for their P.E. lockers. Students must properly close and lock the locker at all times. Lockers are school property and should be taken care of appropriately. Lockers should never be forced open or kicked to close. Consequences will result in a warning to more severe consequences for continued violations. Students need to report any mechanical problems with their lockers to the office.

### **MP3 PLAYERS / ELECTRONIC DEVICES**

MP3 players and CD players can be brought to school and used on the bus. Upon entering the building the item must be turned off and placed in the student's locker during school hours. Students violating this rule will result in the confiscation of the item and returned to parents. Continued violation of the rule will result in more severe consequences. All liabilities, loss, or theft of this type of equipment rests with the student. Certain incentives may allow students to use these devices during class, policy will still be expected to be followed and the item may only be brought to the class allowing its use.

### **RE-BINDING POLICY ON TEXTBOOKS**

Textbooks are checked out each year for student use. These textbooks are issued in the fall in good condition. If a textbook is returned in the spring in a condition requiring repair, such as re-binding, a fee will be assessed. The current fee for re-binding a textbook is \$12. The same would hold true for lost textbooks. A replacement fee would be assessed to the student having lost the textbook.

### **RECIPROCAL REPORTING WITH LAW ENFORCEMENT**

Illinois School Code requires a reciprocal reporting system between law enforcement agencies and schools. Therefore, it is the policy of the Oregon Public Schools to share information regarding illegal or controlled substances, weapons, gang activity, serious crime or felony, or any other information that might be beneficial with local law enforcement agencies.

### **SCHOOL ARRIVAL**

Students who arrive early to school will not be admitted into the building until 7:40am. If there is bad weather, supervisors will permit students to enter the building in a designated area. An outside supervisor will be present before school begins.

### **OCUSD 220 SEX EDUCATION**

Public Act 098-0441 requires that the curriculum for sex education classes for 6<sup>th</sup> – 12<sup>th</sup> grade students be developmentally appropriate, age appropriate, evidence based, medically accurate and complete. This amendment stipulates that instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases (including HIV/AIDS) be included in the curriculum, but emphasizes that abstinence is a responsible and positive decision and is the only protection that is 100% effective against unwanted teenage pregnancy and sexually transmitted diseases.

### **SEX OFFENDER REGISTRATION**

Please be aware of the Public Act 94-004: Sex Offender Registration. Anyone can check the Illinois State Police website to obtain current information on the addresses of registered sex offenders. The sex offender information is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor). All community members are encouraged to check this site in order to be aware of potential dangers in their neighborhood.

### **STUDENT COUNCIL/SOAR ACTIVITIES/CLASS TRIPS**

Students that follow school rules will be rewarded by being permitted to participate in special activities planned throughout the school year. Students have signed for the handbook therefore demonstrating an understanding of expectations. The behavior system will be based on the number of Minor and Major referrals administered. Students will not be permitted to attend a class trip, SOAR or student council sponsored activities if they have accumulated excessive minor and/or major referrals. Additionally, a student's poor academic performance may be cause for not being allowed to participate. Staff has the discretion to determine eligibility of a student based on reasonable circumstances. Students and parents will be notified when a student has not met the requirements to participate in the activity.

### **STUDENT DELIVERIES/TREATS**

Items such as balloons, flowers, etc. delivered to the school will NOT be delivered to a student's classroom. These items must be picked up by the student in the school office at the end of the day.

As required by the Ogle County Health Department, we cannot serve homemade or bakery treats at school. All treats must be prepackaged. This is to avoid outbreaks of disease transmitted through non-professionally prepared food.

### **TELEPHONE**

A phone is available in the main office, but student use of that phone is for important matters and emergency use only.

### **STUDENT BEHAVIOR - DISCIPLINE POLICY**

The policies, procedures, rules and consequences that follow are designed to help ensure a safe and orderly school environment, which is the primary prerequisite for learning. Consequences are viewed as being primarily corrective and remedial rather than punitive. From that standpoint, they are conceived as positive steps toward the maintenance and improvement of orderly environment. Consequences are also seen as signals to students to remind them of the importance of good behavior. Rules are intended to be reflections of community values, and to establish the authority of the adults who teach and work in the school. David L. Rahn Junior High School exists for young people, but it will be run by adults. Students will be expected to show respect for the school, for members of the staff, and for each other. Since not every offense can be listed, what follows is a representative list resulting from standard expectations and years of gathering examples. The rules and consequences stated apply to all school activities on or off campus. It is not acceptable to violate a rule just because there is willingness to pay the consequences.

All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping student develop self-discipline. Students, teachers, support personnel, administration and parents will work together to help the student correct his/her behavior. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the following:

Reprimand/Warning	In-School Suspension
Removal from Class	Out-Of-School Suspension
Assigned Seating at Lunch	Work Duty
Lunch Recess Restriction	Expulsion for up to two calendar years
Detention (30 minute; 1 hour; 2 hour)	Restitution
Saturday School	Loss of Privilege

The parents of students who participate in actions which damage school property or disrupt the educational process, causing lost work hours, including false fire alarms, bomb threats, and other actions intended to disrupt the educational process shall be charged for the costs associated with such actions. The Board shall present the parents with a bill itemizing the costs as soon as practicable after the event.

**MINOR REFERRALS**

Minor infractions are primarily the responsibility of the teacher, support personnel and the parents and/or guardians. Parental involvement will be initiated with repeated minor behaviors. Minor behaviors include, but are not limited to:

Mild Inappropriate Language/Comments	Public Displays of Affection
Mild Physical Contact	Failure to be prepared for class
Noncompliance	Failure to complete assigned work
Disruption	Unauthorized items that don't pose a safety concern
Property Misuse	Throwing Objects
Tardy	Late Arrival to School
Food	1 <sup>st</sup> Offense – Dress Code
Littering/Loitering	1 <sup>st</sup> Offense – Cell phone/Electronic Device

Strategies and interventions for teachers to address minor infractions may include, but are not limited to the following: Conferences in the hallway with the student, cooling off period in the hallway, incentives/positive reinforcement, parental contact, loss of privileges, nonverbal/verbal correction, remove distracting items, lunch detentions, change seating arrangement, detention with teacher, peer mediation, classroom behavior management contract, pro-active work with the counselor, and pro-active conference with administration.

When teachers are unsuccessful in remediating minor behaviors on their own, students will be referred to the office. The following must be done by the teacher before referring to DLR administration:

Documentation regarding evidence of the persistent minor behaviors and appropriate interventions including phone, personal or e-mail contact with parent. Repeated minor infractions dealt with through the office will be done so using a major referral form.

**MAJOR REFERRALS**

Major infractions will be dealt with by the administration. Major infractions include but are not limited to the following:

Truancy	Gang Related Representation
Fighting/Physical Aggression	Drugs/Alcohol/Tobacco
Gross Profanity	Major Disruption (Safety Issue)
Lying/Cheating	Defiance/Gross Disrespect/Insubordination
Harassment/Bullying	Unauthorized items that pose a safety concern
Cutting a Detention	Repeated Cell phone/Electronic Device Violation
Vandalism/Property Damage	Repeated Dress Code Violation
Theft	Repeated Minor Offenses

Results for major infractions may include, but are not limited to the following list of consequences: detention, in-school suspension, out of school suspension and possible expulsion recommendation. The consequence will depend upon the severity of the act. Repeated major infractions may result in a recommendation for expulsion from school.

**CONSEQUENCES**

In an effort to be creatively corrective, consequences other than those noted above may be assigned. These may include restricted lunch, restricted movement during passing times between classes, parental attendance at school, or any number of measures taken in an attempt to focus the student upon the primary purpose of the school and the need to behave accordingly. Since it is impossible to list all the infractions, consequences, and circumstances, the administration reserves the right to determine when a student is in need of disciplinary action for other types of improper conduct not covered under this handbook. All policies herein are subject to change by approval of the Board of Education. Reasonable notice of change will be given. Grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On school grounds before, during, or after school hours and at any time when the school is being used by a school group.

2. Off school grounds at a school activity or function.
3. Traveling to or from school or a school activity or function.
4. Anywhere, if the conduct may reasonably be considered to be a treat or attempted intimidation of a staff member, or an interference with school purposes or an educational function.

#### ***Detention***

Teacher and office detentions are disciplinary measures which may be assigned for various behavioral infractions, and which may be assigned by any teacher or staff member. Most detentions are held 30 minutes after school on Monday through Friday. Some detentions administered by the administration may be 2 hours in length. Office detentions are usually held in the Little Theater on Mondays, Wednesdays and Thursdays. Students will be given a day's notice so that transportation can be arranged. Students assigned to detention will copy excerpts out of the handbook or copy an appropriate essay relating to the offense committed. If there is a good reason why a student cannot serve the detention on the date assigned, an alternate date will be considered. Parents must grant permission to serve the detention on another date. Reassignment will occur only once. Reassignment will not be made based upon student request or claim. Inherent in the assignment of a detention is the foregoing of a bus ride home.

#### ***Lunch Detention***

Lunch detentions are an additional option for teachers. Teachers may assign lunch detentions to students who are not working sufficiently at their studies. Lunch detentions are served with a teacher in a classroom. Lunch detention is NOT a student's/parent's alternative to detention, but rather a teacher alternative.

#### ***In-School Suspension***

In-school suspensions may range from one to several days. Students complete school work in an area all day. Copying excerpts from the handbook or other resources may be included during the assignment. Students will receive full credit for completed work. Any work not completed will receive no credit. Failure to report to the assignment may result in suspension from school. Removal from in-school for disciplinary reasons may result in an out-of-school suspension.

#### ***Work Duty***

Some infractions may warrant the student to conduct work on the school grounds. The work would most likely include assisting the custodians with work on the building grounds.

### **Out-of-School Suspension**

In accordance, with public act 99-0456, out of school suspension may be used under the following provisions:

**Comment [BM6]:** Put in the handbook to align with SB 100.

#### **Out-of-School Suspensions Longer Than 3 Days**

- May only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either (1) pose a threat to the safety of other students, staff, or members of the school community or, (2) substantially disrupt, impede, or interfere with the operation of the school, as determined on a case-by-case basis by school officials.
- Students excluded from school for more than 4 days shall be provided appropriate and available support services during the period of their suspension, as determined by school authorities.

#### **Out-of-School Suspensions for 3 Days or Less**

- May only be used if the student's continuing presence in school would pose a threat to school safety or a disruption to other students' learning opportunities, as determined by the school board or its designee.
- School officials shall make all reasonable efforts to resolve such threats, address disruptions, and minimize the length of suspensions to the greatest extent practicable.

Certain rule infractions of the rules will result in a student being suspended. Suspensions may range from 1 to 10 days. The student and parent have the right to review a suspension, rights are explained below.

- When a student is suspended from school, he/she may not participate in or be present at any school activity or event and is prohibited from being on school property. Procedure for initiating a review will be explained in the letter informing the parent of suspension. All tests and quizzes must be taken on the day the student returns.
- If a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.
- All students, upon returning from an out-of-school suspension, must meet with his/her guidance counselor for support services or meet the requirements set forth by administration at the time of the suspension.

Discipline of Students receiving Special Education Services: the District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

**Comment [BM7]:** Aligns with SB 100 with providing a suspended student a transition back into the school environment.

## Expulsion by the Board of Education

In accordance with Public Act 99-0456, the following provisions will apply to expulsions:

**Comment [BM8]:** Put in place to align with SB 100.

### Expulsions

- Expulsions may only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either (1) pose a threat to the safety of other students, staff, or members of the school community or, (2) substantially disrupt, impede, or interfere with the operation of the school. These determinations shall be made on a case-by-case basis by school officials.
- A school district may refer an expelled student to appropriate and available support services.

Expulsion is the removal of a student from school for a period of time ranging from in excess of 10 days to two (2) calendar years for gross disobedience or misconduct. In addition, if a student is suspended or expelled for any reason from any public or private school in this state or any other state, the student must complete the entire term of the suspension or expulsion from that institution before being admitted into Oregon High School.

- 1) Upon the recommendation of the Superintendent, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s) or legal guardian(s) of the student have been requested to appear at a meeting with a hearing officer, appointed by the Board of Education, to discuss their child's behavior. Counsel may be present as well. Such a request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The hearing officer at such meetings shall state the reasons for expulsion and the date on which the expulsion is to become effective.
- 2) The Superintendent shall communicate the results of the hearing and action of the Board to the parent(s) or legal guardian(s) by registered or certified mail.
- 3) When a student's misconduct or disobedience is such that an expulsion hearing will be held, the student will be suspended up to ten (10) days pending the Board hearing.
- 4) When a student is suspended from school, he/she may not participate in or be present at any school activity or event and is prohibited from being on school property through the term of the expulsion.
- 5) When a student returns from an expulsion, administration and counselor will work with the student to develop a transition plan for their return to the high school.

**Comment [BM9]:** Bullet point #5 was added to align with Senate Bill 100. Typically, when we transition; the students come half day at the high school, and half day at the alternative location.

### Public Act 97-495: Educational Rights of Expelled Students

Upon expulsion of a student, the public school district from which the student was expelled is obligated to provide the expelled student with contact information for all relevant alternative education programs. The public school district from which the student was expelled has no further obligation to the student, except in the case of a student with an IEP.



## Student Rights in Disciplinary Procedures

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions are made according to the following procedures:

### 1) Out-of-School Suspension/Bus Suspension

- a. A student must be given the opportunity to present information on his/her behalf prior to suspension. The suspension shall be reported immediately to the parents or guardians of each suspended student, and to the Board of Education through the Superintendent of Schools. The report to the parents shall be made by letter through the U.S. mail. A copy of this letter will be sufficient notification to all others. If the situation is such that the physical well-being of the student, other individuals or the property of the school district are in jeopardy, then the student may be suspended immediately and given an opportunity for a hearing within 24 hours.
- b. The suspension letter shall give full statement of the reasons for the suspension and notice to the parents or guardians of their right to review. The procedure for review, if requested, shall be as follows:

2) All requests for review shall be made by the parent or guardian within five (5) days after receipt of notice of suspension and shall be made to the person ordering the suspension.

3) The parent or guardian requesting the review shall appear and discuss the suspension with the hearing officer appointed by the Board and may be represented by counsel. Hearings shall be held within five (5) days after receipt of the request for review.

4) Thereafter, the hearing officer shall report to the Board, by written summary, the evidence heard at the meeting.

5) Upon receipt of the report, the Board may take such action as it finds appropriate.

## ALCOHOL/DRUGS

POSSESSION, USE, OR BEING UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGE, DRUG PARAPHERNALIA OR OTHER DRUGS, OR ATTEMPT TO SELL/PURCHASE/DISTRIBUTE SAME INCLUDING LOOK-ALIKES:

Representative of a no tolerance policy, the infraction will result in notification of law enforcement officials, up to a ten day suspension, and possible referral to the Board of Education for expulsion consideration. A look-alike is defined as a substance which resembles and is used, received, or presented as an illicit drug.

## CELLULAR PHONES

Cell phones may be brought to school provided they are powered off and kept in lockers between the instructional hours of the school day. **Cell phones may not be turned on upon entering the building in the morning.** Cell phones cannot be used in the building until the instructional school day has ended. If the item be seen during the school day it will be confiscated and brought to the office. Choosing to not hand over the item to a staff member is not an option and will constitute insubordination. Cell phones are not permitted to be used on field trips unless granted permission. **The office shall assign consequence which may include warning, parent to pick up the phone, detention, ISS or OSS.**

**Comment [CK10]:** Prescriptive consequences taken out per SB100 and replaced with a range of options.

## CHEATING/COPYING/LYING

Neither the student copying nor the student providing the work may receive credit. Consequences will result per the discipline policy.

## CUTTING CLASS

A student is guilty of cutting when, during the course of the day, he or she is absent from class without the consent of parent or school. Since late arrival to class in excess of five minutes after the bell has rung is considered an absence, such arrival without permission is considered a cut. A cut is an unexcused absence.

## CUTTING DETENTION

Missing a detention without the consent of administration may result in disciplinary consequences per the discipline policy.

## **DISRESPECT**

Students will be expected to show respect to all staff members and students. Behavior that fails to exhibit respect will result in consequences per the discipline policy.

## **FIGHTING**

The student who is clearly the aggressor or the verbal provoker will receive the greater penalty, if different penalties are deemed appropriate. Penalties will range from in-school suspension/Saturday School to suspension depending on the severity/circumstances of the incident. Students and parents need to remember that “who threw the first punch” does not necessarily determine penalty. Students and parents always have the option of filing a complaint with an appropriate law enforcement agency. Students and parents are also advised that serious confrontations may result in suspension due to the safety of the student body, and very possibly, notification of law enforcement officials.

## **FORGING NOTES OR PASSES, OR USE OF A FORGED NOTE OR PASS**

Forging documentation/communication is considered to be fraud/lying. Consequences will be administered per the discipline policy.

## **GANG ACTIVITY**

It is the intent of the district to keep any and all gang influence out of the lives of young people while they are in school. It is also the position of administration that the problem of gangs cannot be overstated, that prevention of such influence must be based upon stringent standards and measures, and if error is to be made, it should be made on the side of caution.

Prohibited activities in school shall include: Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia, including the wearing of clothing representative of gangs or indicative of gang “wannabees.” Joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society. Actions, apparel, and decoration which is perceived by staff and administration as identifying in nature, that is, the means by which students can be identified as belonging to an informal group as opposed to a club, group, or team sanctioned by a legitimate, chartered organization. Such activity will be grounds for disciplinary action ranging up to and including suspension, possible referral to the Board of Education for expulsion consideration, and possible police involvement.

## **TEEN DATING VIOLENCE PROHIBITED**

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

## **HARASSMENT & BULLYING**

**Bullying:** Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An imbalance of power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

**Harassment:** Harassment is unwelcome conduct or communication that either substantially interferes with a student’s school performance or that creates an intimidating, hostile, or offensive environment at school. This includes the use of ethnic or racial slurs.

When harassment or bullying is reported, a confidential internal report will be made by either counselors or administrators to both outline and document the problem. Possible actions when an incident is reported include:

- 1) Student mediation with counselor or administrator present.
- 2) Counseling session(s) with student(s)

3) Discipline referral, which may result in a warning, detention, in-school suspension, school service, suspension, and/or referral to the Board of Education for expulsion depending on the severity of the act.

Public Act 98-801 – Cyber-Bullying (effective 1-1-15)

Public Act 98-801 provides that no student shall be bullied through electronic means accessed outside of school and may permit student discipline when both of the following occur:

1. The incident is brought to the attention of school officials.
2. The bullying behavior creates a substantial disruption to the school's educational process.

DLR follows a set of procedures each time an incident of bullying or harassment is reported. Procedures list progression towards consequences, connection to support services through counseling, and incident documentation. Any reports of

bullying/harassment related to ethnicity, immigration status, race, religion, gender identity, expression, or sexual orientation will be investigated using the bullying/harassment protocols outlined in the handbook.

**Comment [BM11]:** Added to include language for special populations.

#### **Complaint Managers:**

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105 W. Brayton Rd.  
815-732-5300  
[kcrandall@ocusd.net](mailto:kcrandall@ocusd.net)

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The overriding goal in addressing harassment or bullying is to both stop the behavior and teach offending students how their actions can and do negatively affect others.

#### **INSUBORDINATION**

Defiance and refusal to follow directions from staff members will result in consequences per the discipline policy.

#### **LANGUAGE OR GESTURES THAT IS DEEMED UNACCEPTABLE/OFFENSIVE/OBSCENE**

Consequences will be administered per the discipline policy.

#### **MISCONDUCT**

Violation of school and/or classroom rules that is deemed distractive or disruptive to the educational process will be subject to consequences per the discipline policy.

#### **PHYSICAL ABUSE OF ANOTHER STUDENT**

The non-sexual harassment, intimidation or physical abuse of another student will result in consequences per the discipline policy. Hazarding another's health shall include spitting or "gleeking" on another student. Notification of police may also be in order for physical abuse.

#### **PHYSICAL ABUSE OF SCHOOL PERSONNEL**

Possible up to 10 day suspension and referral to the Board of Education for expulsion consideration.

#### **PROFANITY**

Students who use profanity and/or obscenities (including gestures) in the presence of staff, but not directed at staff, will be subject to a consequence ranging from a detention to out-of-school suspension

**Comment [CK12]:** Prescriptive consequences taken out per SB100 and replaced with a range of options.

Students who direct profanity and/or obscenities (including gestures) at a staff member will be subject to a consequence ranging from a detention to expulsion

**Comment [CK13]:** Prescriptive consequences taken out per SB100 and replaced with a range of options.

#### **PROPERTY DAMAGE/VANDALISM**

Possible 10 day suspension and referral to the Board of Education for expulsion consideration.

#### **PUBLIC DISPLAY OF AFFECTION**

Junior high students are not permitted to show public displays of affection at any time. Consequences will be administered per the discipline policy.

#### **STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES**

**Comment [CK14]:** Added for district consistency.

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

## THEFT

Consequences may result in restitution and out of school suspension. Possible notification of law enforcement authorities and referral to Board of Education for expulsion consideration.

## TOBACCO

This infraction includes possession or use of any tobacco products, including snuff and snuff look-alikes. It also includes use before or after school within sight of school staff. Items will be confiscated. Consequences may range from ISS to expulsion.

**Comment [CK15]:** Prescriptive consequences taken out per SB100 and replaced with a range of options.

## UNAUTHORIZED ITEMS

Students may not bring the following items to school:

Cards	Glass Containers	Televisions
Laser/Lights	Gum	Cigarette Lighters
Any kind of spray container	Radios	Matches
Games	Shoes w/Built-In Rollers	Fireworks
Open Beverage Containers	Pagers	Rubber Bands
Wallet Chains	Cameras	Electronic Devices not approved by administration
Chains attached to clothing	DVD Players	Stink bombs
Skate Boards	Game Devices	

## WEAPON USE/POSSESSION:

Possible up to ten days out of school suspension and referral to the Board of Education for expulsion consideration, and notification of the police. This includes possession of an instrument which could be used as a weapon. **Immediate confiscation of the instrument which will be returned to the parent only or to the police.** Depending upon circumstances and intent, additional disciplinary action may be taken as deemed appropriate. NOTE: Federal law now requires a policy which calls for the expulsion for one year or more of any student who brings a gun or certain other items to school. This policy will be enforced in a manner consistent with Illinois State statute and required due process. For the purpose of this policy, the weapons in question include (a) any weapon (including a starter gun) which can, or is designed to, or may be converted to expel a projectile by explosive action; (b) the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or (d) any explosive destructive device (such as a bomb, grenade, mine, certain rockets, certain missiles or similar devices).

## TRANSPORTATION

### BICYCLES

Students who ride bikes to school must put them in the racks provided. The school will not be responsible for damage to or theft of parts or bikes. Needless to say, the best insurance is a lock and chain that are used in such a way as to prohibit the removal of a wheel, etc.

### BUS PASSES

When your child needs to ride a bus they normally do not ride, a written request must be sent with your child to serve as a bus pass. The bus pass must be signed in the office before your child will be allowed onto the different bus. Students who normally do not ride the bus will not be permitted to ride without proper authorization.

## Bus Conduct

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

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.

**Comment [BM16]:** Changed a section on bus conduct to align with Senate Bill 100. We have disciplined in the past for bus behavior, but this policy lays out the possible consequences, and the behaviors that can lead to the consequences. It also discusses the opportunity for students to make up work if they do not have alternate transportation.

6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

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

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

## STUDENT RECOGNITION & PROGRAMS

### 8<sup>TH</sup> GRADE PROMOTION AWARDS

**Kiwanis:** Presented two students who have demonstrated a good attitude toward school, peers, and teachers, as well as dedication toward academic excellence.

**Terry O'Connor Memorial Award:** Terry O'Connor was killed by an automobile while riding his bicycle home from basketball practice in November of 1970. The purpose of the award is to promote the type of dedication Terry displayed both on the field of play and in the classroom. Must be an athletic award winner who has shown dedication to academic achievement; 8<sup>th</sup> grade boy; must have earned an athletic award in some sport; should have demonstrated the dedication to his academic achievement; should be a student who tries to become the best that he can be in every endeavor.

**Greg Kneedy Memorial Award:** This award was first presented in 1958. Greg Kneedy was a student athlete at Oregon Junior High School in the late 1950's. He was diagnosed with leukemia in 1957 and died in August of that year. He was known as an honor student who got up early every morning to read the encyclopedia. This award is presented to a male athlete who displays average scholarship and exhibits good sportsmanship.

**Miss Mal Memorial Award:** This award is presented to a male and female student who conducts themselves in ways similar to the spirit of Malorie Zeigler, an 8<sup>th</sup> grade student, who perished in an automobile accident on December 1, 2007. Just as did Malorie, these individuals exhibit true joy from showing compassion, generosity, and friendship toward all they encounter. They live their lives with true devotion to their beliefs as is demonstrated in their natural leadership roles and their influence on others. They put forth their best effort toward academics, athletics and community involvement while remaining a loyal friend to many.

**Margaret Lair Memorial Award:** This award was first presented in 1976. Margaret Lair was a former Physical Education Teacher in the Oregon School District. She is remembered for her fairness to all. This included the opportunity for all girls who wished to participate in activities to be given the chance. She enjoyed her job so much that even as she grew ill in her last days of teaching, she would manage to get herself to school to be with her students. This award is presented to a female athlete who displays average scholarship and exhibits good sportsmanship.

**Salley Wessels Athletic Award:** This award was first presented in 2014. This award is sponsored by the DLR Physical Education Department and honoring Mrs. Salley Wessels; long time Mount Morris High School Girls Physical Education teacher and coach of many sports; both girls and boys. The Salley Wessels Athletic Award is for an 8th grade girl who has participated in 2 or more sports and has been an athletic award recipient. She must excel in the classroom as well as the sports arena and must ALWAYS strive to give her best through hard work.

**American Legion Award:** DEPENDABILITY-Truthfulness, honesty, punctuality; SERVICE-Cooperation, helpfulness, responsibility; LEADERSHIP-Personality, self-control, initiative; PATRIOTISM-Unselfish loyalty to American ideals (one boy and girl winners and one boy and girl runner-up).

**Ellen Farrey Memorial Math Award:** Ellen Farrey taught math for the Oregon School District from many years. She retired from teaching in the year 2000. She died of cancer shortly after her retirement. She was an avid White Sox fan and decorated her classroom showing her support for the team. She loved teaching and always told a joke to her students every day. An 8<sup>th</sup> grade student who, while in attendance for both 7<sup>th</sup> and 8<sup>th</sup> grades, has demonstrated responsibility, has helped others, has consistently completed homework, showed good effort, has been polite and respectful to staff, has demonstrated a good sense of humor, and whose grades have been good without necessarily being excellent.

**Eagle Hour Community Service Recognitions:** Eagle hours are earned when students complete community service. When students complete 100 hours during their 7<sup>th</sup> and 8<sup>th</sup> grade years, they will earn an Eagle Hour Medallion.

**Effort and Achievement:** Presented to a student who has improved both academically, behaviorally and socially at the junior high school.

**Scholastic Awards:** Students who excel academically will be recognized for high achievement.

### GEOGRAPHY BEE

Each year one student from the junior high competes with other regional winners in the national geography bee competition. Winners at the state level competition advance to the national competition in Washington, D.C.

### SPELLING BEE

Each year one student from the junior high competes with other regional winners in the national spelling bee competition. Winners at the regional level competition advance to the national competition in Washington, D.C.

### HONOR ROLL

At the end of each quarter, three rolls will be prepared. The “High Honor” list will be comprised of students earning a 3.85 through 4.0 grade point average. The “Honor Roll” will name 3.40 through 3.84. The “Honorable Mention” list will show students with GPA’s of 3.00 through 3.39. All graded classes are included in the determination of honor roll students, including PE; each course counts as a full attempt except for TRY, homeroom, enrichment, band and choir.

In the calculation of GPA:

A: 4.0	B+: 3.33	C+: 2.33	D+: 1.33	F: 0
A-: 3.67	B: 3.0	C: 2.0	D: 1.0	
	B-: 2.66	C-: 1.66	D-: .66	

### STUDENT OF THE QUARTER

Every quarter each teacher selects one student for the Student of the Quarter Award. In addition, each teacher can nominate their student for the overall student of the quarter recognition.

Following is a list of criteria to be used in determining the Student of the Quarter award:

1. Has shown a positive attitude toward learning the subject.
2. Has demonstrated leadership in classroom and school activities.
3. Has been enthusiastic about school.
4. Has helped others to learn and be successful.
5. Has been involved in school related activities.
6. Has expressed a desire to improve.

### PERFECT ATTENDANCE

Students with a perfect attendance record are recognized throughout the school year.

### TOP READER

Each quarter, the Language Arts teachers recognize students who are exceptional readers.

### BAND AND CHOIR

A student who demonstrated exemplary performance in the band and choir is chosen to receive this award.

### US HISTORY AWARD

A student who demonstrated exemplary performance in the subject of US History is chosen to receive this award.

**S.O.A.R. -- Safety First Oregon Pride Act Responsibly Respect Everyone**

Students who adhere to the behaviors outlined in the school S.O.A.R. program listed below will receive “Frequent Flyer” slips throughout the school year. Frequent Flyer slips can be exchanged for items in the school S.O.A.R. store.

**SAFETY FIRST OREGON PRIDE ACT RESPONSIBLY RESPECT EVERYONE**

Hallway Stairs Fountain	<ul style="list-style-type: none"> <li>• Walk on right side</li> <li>• Walk only</li> <li>• Use appropriate voice and positive language</li> <li>• Respect others space by avoiding all contact</li> </ul>	<ul style="list-style-type: none"> <li>• Keep flow moving to next class</li> <li>• Keep lockers locked</li> <li>• Use only the designated stairs and halls</li> <li>• Form water fountain lines along the wall</li> </ul>
Arrival Departure Bus	<ul style="list-style-type: none"> <li>• Follow all bus procedures and rules</li> <li>• Talk quietly</li> <li>• Use appropriate voice and positive language</li> <li>• Load and unload in orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li>• Obey all supervisors</li> <li>• Wait by and enter designated grade level door</li> <li>• Enter building single file, once in follow all hallway rules</li> <li>• Leave building promptly</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>• Take signed TRY book</li> <li>• Use appropriate voice and positive language</li> <li>• Respect the privacy of others</li> <li>• Flush</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands</li> <li>• Dispose of paper towels in garbage can</li> <li>• Report any problems to a staff member</li> <li>• Return to class promptly</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>• Be in class on time</li> <li>• Bring all needed materials</li> <li>• Use appropriate voice and positive language</li> <li>• Follow each classrooms procedures and rules</li> <li>• Listen and respond politely</li> </ul>	<ul style="list-style-type: none"> <li>• Allow others to learn</li> <li>• Clean up your workspace</li> <li>• Respect others space and property</li> <li>• Take pride in your effort</li> <li>• Complete homework on time</li> </ul>
Lunch Recess	<ul style="list-style-type: none"> <li>• Follow all lunchroom procedures and rules</li> <li>• Listen and respond politely to all adults</li> <li>• Clean your area</li> <li>• Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate voice and positive language</li> <li>• Use good table manners</li> <li>• Wait to be released</li> <li>• Line up by next periods class</li> </ul>
Assembly Field Trips Sports Events	<ul style="list-style-type: none"> <li>• Listen quietly and politely</li> <li>• Enter and exit in an orderly manner</li> <li>• Show appreciation with applause</li> <li>• Respect others space</li> <li>• Show good sportsmanship – positive cheering only</li> </ul>	<ul style="list-style-type: none"> <li>• Keep belongings close</li> <li>• Follow school dress code</li> <li>• Follow the sites procedures and rules</li> <li>• Stay with assigned group</li> <li>• Fill bleachers top to bottom</li> <li>• Stay seated until dismissed</li> </ul>

## EXTRACURRICULAR ACTIVITIES

### ACADEMIC ELIGIBILITY FOR PARTICIPATION

In order for a student to remain eligible for extracurricular involvement, whether athletic or non-athletic, he or she must not be failing more than one class on a weekly basis. Calculation of this grade will be performed on a per quarter basis (not cumulative for the semester or year). For those activities that begin at the time of a new nine-week period, there will be a two-week grace period in order to allow a sufficient number of grades to be entered. The previous quarter grade will be used to determine eligibility during this first two-week period of the activity. If a student is ineligible on a weekly basis, he or she is permitted to attend practices and games but may not suit up for games.

Comment [CK17]: Changed mid-year 2015-16

Furthermore, if a student receives more than one failing grade for the semester, he or she will be ineligible for the following semester or until the failing grade has been made up through remediation. A student who is ineligible for a full semester is totally disqualified. He/she will not be carried on a team roster, nor may he/she practice for the entire following semester.

### BUSING AND TRANSPORTATION

The district provides transportation for extracurricular events. Please note the rules for student behavior on extracurricular buses and the rules for alternative transportation of students.

### CONDUCT DURING GAMES AND OTHER SCHOOL FUNCTIONS

It will be assumed that students who remain to attend contests do so in order to watch the games and support our teams. Therefore, student spectators will be required to remain in the gym and not be elsewhere for “social” reasons. Those students who do not attend games for the proper reasons will not be allowed to attend. Conduct of spectators will be based upon the notion of support for the home team without disparaging IN ANY WAY the visiting team. That means no cat-calling, no attempted distractions during free throws, and it includes respect for everyone involved, whether players, coaches, cheerleaders, or officials. Even if there is poor behavior by representative of other schools, that will be no excuse for D.L.R. students to behave badly.

### PARTICIPATION

Some of the extra-curricular activities require tryouts (cheerleading, volleyball, basketball). It is our philosophy to include as many students as possible in our programs. However, keeping too many participants can jeopardize the overall success of the team and individuals. Therefore, the following limits have been established for our coaches when determining participants to be cut. Cheerleading has an established criteria and uses experienced judges to determine what girls make the squad. Volleyball and basketball limits will be set at 15 participants. The administration and coaches may determine to exceed this limit based on special circumstances. Additional volleyball and basketball games will be scheduled in order to allow all players to obtain experience.

For the extra-curricular activities that don’t involve tryouts, participants must make the decision to join within two weeks of the extra-curricular activity starting date. The student would not be permitted to participate in a contest until the number of participation days equaled the number of days missed into the season. For example: if a student joined an activity five days after it began, he/she would not be permitted to participate in a contest for a period of five days. The exception to this policy would be when a new student transfers into the school after the two week period expired. New students would be granted an opportunity to participate. Advisors/Coaches would determine the appropriate time to permit the new student to participate in a contest.

All students must turn in a signed extra-curricular activities consent form and have completed a sports physical before being permitted to practice. The mandatory drug test must be completed and activity fee must be paid before being permitted to participate in the first contest.

### PRACTICES

Volleyball, cheerleading, basketball and track practices are held after school in Mt. Morris or Oregon. Wrestling practice is always held at Oregon High School. A shuttle bus will transport Oregon athletes practicing in Mt. Morris to Oregon following practice. A shuttle bus will transport Mt. Morris athletes practicing in Oregon to Mt. Morris following practice. A shuttle bus will NOT run when practices are held before school or conclude after 5:30 p.m.

### HOME CONTESTS

Volleyball and basketball home contests are generally played at DLR Junior High. Wrestling and track home meets are conducted at Oregon High School. A shuttle bus will NOT run at the conclusion of home games, matches, or meets.

### AWAY CONTESTS

Transportation will be provided for away games, meets, matches, plus music contests and festivals, academic bowl, etc. Buses



will return to the junior high school after an away event. No shuttle bus will run. Depending on the route, the bus may stop in Oregon at OES on the way back from an away contest. Only those students who can be picked up will be permitted to exit the bus. It is expected that students will ride the bus to and from events--especially athletic contests. However, if the student is not going to ride the bus to or from an event, the student may ride with **and only with the parent**. Furthermore, the coach, advisor, or director must be notified **prior to the actual alternative transporting of the student**. The parent must provide a written note or sign the coach's/advisor's check out form before leaving the activity. This procedure has been instituted to ensure student safety and to provide accurate record keeping.

## BEHAVIOR

Since membership on a team, club or activity is a privilege, the normal progression of consequences for misbehavior on a school bus does not apply to extracurricular activities. Rather, a first time referral for unacceptable shuttle, game, or extracurricular bus behavior may result in immediate suspension from extracurricular busing for the remainder of the season involved. Students who exercise the privilege of participation in extracurricular activities are expected to maintain habits and behaviors which reflect favorably upon the school, and such expectations apply at all times, including non-school time. Any student participating in an extracurricular activity will follow the policy adopted by the Board of Education. The policy is located at the end of this handbook.

## ATTENDANCE POLICY

Students not in attendance for at least one-half day (four periods not including lunch) will not be permitted to participate in extracurricular activities, including practices, athletic contests, student council activities, etc. If it is learned that a student has participated without having met the attendance minimum, the student will be prohibited from participating in the next two opportunities, i.e. practice or games. Students are expected to sign in/sign out in the office when they arrive or leave during the school day. If a student is absent during the school day, on the day of an event, due to illnesses he/she is not eligible to participate in that day's event. If a student leaves school early due to illness, he/she will not be eligible to participate in that day's event. If a student is late to school, due to illness, they **must** arrive before 11:15pm (more than ½ day) in order to be eligible to participate in the day's event. *I.e. if the student is late to school due to illnesses and arrives at 12:30pm, he/she will not be able to participate in the day's extra-curricular event.* If the student's absence is due to a pre-arranged appointment (i.e. doctor, dentist, attorney, court, etc.) he/she will be eligible to participate in the day's events. If a student is absent on Friday, he/she will still be eligible to attend/participate events on Saturday or Sunday.

Coaches may have rules and consequences, which go over and above this policy. However those additional measures must be communicated to participants at the time of student involvement in the activities. Offenses occurring during the school day or during school related activities both home and away, will fall under normal disciplinary measures in addition to the extracurricular policy.

## Extracurricular Activities Policy of Oregon School District #220

### Preface:

The Board of Education believes that the opportunity for participation in a wide variety of student selected extracurricular activities is a vital part of the student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the community, and to the students themselves. The student, by accepting this privilege, is a representative of the Oregon School District through participation and must act accordingly in the community.

To further its belief that extracurricular activities should be activities of which the students and the community can be proud, and to further its legitimate concerns with regard to preventing, deterring, and detecting drug use and protecting the safety and health of its students, the Board of Education has adopted the Extracurricular Code of Conduct and Drug and Alcohol Testing Program which shall be implemented in conjunction with this Policy. Student participation in school-sponsored extracurricular activities shall be contingent upon adherence to such Code of Conduct and Testing Program.

This Policy, as well as the Code of Conduct and Drug and Alcohol Testing Program referenced above, shall be applicable to all students who participate in school-sponsored extracurricular activities in grades 6 through 12.

Legal Reference: The School Code, 105 ILCS 5/24-24.

Board of Education of Independent School Dist. No. 92 v. Earls, 536 U.S. 822, 122 S.Ct. 2559 (2002). Clements v.

Board of Education of Decatur, 133 Ill.App.3d 531, 478 N.E.2d 1209 (4<sup>th</sup> Dist. 1985). Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070, 706 N.E.2d 137 (5<sup>th</sup> Dist. 1999). Todd v. Rush County Schools, 133 F.3d 984 (7<sup>th</sup> Cir. 1998).

Vernonia School Dist. 47J v. Acton, 515 U.S. 646, 115 S.Ct. 2386 (1995).

Board Adoption Date: \_May 15, 2006\_\_\_\_\_ Effective Date: 2006-2007 School Year

### **Use of Social Media by Students Participating in Extra-Curricular Activities**

Students participating in extra-curricular activities are representatives of DLR Jr High. As such, comments posted by students using social media shall not be profane, abusive, or derogatory. This includes but is not limited to comments made towards other students, teammates, coaches, or school staff. If an administrator, coach, faculty member or advisor is notified by a source he/she deems sufficiently credible as to such comments, coaches and club advisors have authority to issue team consequences for violations.

## **Extra-Curricular Code of Conduct and Drug and Alcohol Testing Program**

To further its belief that extracurricular activities should be activities of which the students and the community can be proud, and to further its legitimate concerns with regard to preventing, deterring, and detecting drug use and protecting the safety and health of its students, the Board of Education has adopted this Extracurricular Code of Conduct and Drug and Alcohol Testing Program. Student participation in school-sponsored extracurricular activities shall be contingent upon adherence to such Code of Conduct and Testing Program, as indicated below.

## **I. GENERAL PROVISIONS**

### **A. ADMINISTRATION:**

This Extracurricular Code of Conduct and Drug and Alcohol Testing Program shall be administered by the Building Principal and the Activities Director. It shall be applicable to all students who participate in school-sponsored extracurricular activities in grades 6 through 12.

### **B. TYPE OF POLICY:**

1. Seasonal Activities: Academic Bowl, Baseball, Basketball, Bowling, Cheerleading, Color Guard, Cross-Country, Drill Team, Football, Golf, Soccer, Softball, Statisticians, Theatre Productions, Track, Volleyball, WYSE, Wrestling
2. Non-Seasonal Activities: Adventure Club, FFA, International Club, Key Club, Jazz Band, Science Club, Show Choir, Spirit Squad, Student Council, Yearbook, Class Officers, plus any group sanctioned by the Board of Education.

### **C. WHEN IN EFFECT:**

The Extracurricular Code of Conduct and Drug and Alcohol Testing Program shall be in effect 365 days per year (366 during leap years). Students will be subject to the policy at the junior high and high school levels. The number of violations are cumulative over a student's extracurricular career at each level. Any violation during junior high school will not apply to the high school. However, an applied consequence as a result of a violation from the junior high would carry over to be completed in high school.

### **D. CONSENT FORM:**

To try out for or to participate in any school-sponsored extracurricular activity, the student and the student's parent/guardian must read this policy and sign a consent form. By signing the consent form, the student and the student's parent/guardian agree that the student will abide by the terms of this Code of Conduct and Drug and Alcohol Testing Program. The student and the parent/guardian will have an opportunity to attend a meeting with the Activities Director and the appropriate Coach or Sponsor, at which time the Extracurricular Activities Policy will be reviewed. The signed consent form will be valid for a calendar year, but must be signed on an annual basis in order for the student to retain eligibility for participation in school-sponsored extracurricular activities. If either the student or the parent/guardian refuses to sign the consent form, the student will not be allowed to participate in any extracurricular activity until the consent form is signed by both the student and the parent/guardian.

## **II. CODE OF CONDUCT**

### **A. DEFINITION OF OFFENSES:**

The following behavior shall constitute "offenses" which shall subject the offending student to the Consequences listed in Subsections II.D., II.E. and II.F. of this Code of Conduct and Drug Testing Program, whether the behavior occurs on or off school property, or during or outside of school hours:

1. Use or possession of drug paraphernalia, alcohol, marijuana, cocaine, inhalants, or other controlled substances.
2. Use or possession of nicotine products.
3. Commission of theft, vandalism, trespass, or other conduct that is a violation of the criminal code, with the exception of minor traffic offenses;
4. Participation in, encouragement of, or facilitation of hazing.

**Comment [BM18]:** Removed the part of the athletic code that included attendance at events where illegal substances are being consumed to align with the board's decision at the March board meeting.

5. Participation in, encouragement of, or facilitation of flagrantly inappropriate behavior.
6. Behavior that constitutes gross disobedience or misconduct under the Board Policy addressing Student Discipline (**7:190**).

#### **B. DETERMINATION OF OFFENSES:**

1. If an administrator, coach, or advisor witnesses an offense, as defined above, the student shall be presumed to have committed the offense.
2. If a non-school adult who is supervising an activity witnesses an offense, he/she is encouraged to report the violation to the administrator in charge who will immediately investigate the potential offense. The investigating administrator shall determine whether or not the offense occurred and report the finding to the student's building Principal.
3. If the administration learns that a student is charged under Federal or State criminal law with an offense involving the use of nicotine, alcohol, drug paraphernalia, marijuana, cocaine, inhalants, or other controlled substances, then the administration will follow up and may determine that an offense has occurred and enforce the appropriate consequence.
4. If a student is convicted under Federal or State criminal law with an offense involving the use of nicotine, alcohol, drug paraphernalia, marijuana, cocaine, inhalants, or other controlled substances, then the student will be presumed to have committed an offense.
5. If an administrator, coach, faculty member, or advisor is notified by a source he/she deems sufficiently credible (**anonymous sources will not be deemed credible**) that a student has committed an offense, the building's Principal or Activities Director shall follow up on the information presented. The Principal's or Activities Director's follow-up may include a meeting with the student. If the student refuses to participate in this follow-up meeting, then the student may be presumed to have committed an offense. Regardless of the Principal's or Activities Director's final determination, the parents/guardians will be notified by the Principal or Activities Director of his/her conclusions.
6. If a student registers a positive reading on a Breathalyzer or other alcohol consumption testing equipment, then the student will be presumed to have committed an offense.
7. If a student tests positive on the GC/MS drug test, without a satisfactory explanation, as determined by the Medical Review Officer, then the student will be presumed to have committed an offense. (The Medical Review Officer is a KSB Corporate Health Services physician specially trained in drug testing procedures.)
8. Behavior that constitutes gross disobedience or misconduct under the Board Policy addressing Student Discipline (**7:190**).

#### **C. CONSEQUENCES – 1<sup>ST</sup> OFFENSE:**

When the Principal and the Activities Director determine that a student has committed one of the offenses listed in Subsection II.B. above, after determining that the student has not provided a satisfactory explanation for the behavior or positive test result, and the offense constitutes the student's first offense during his/her extracurricular career with the Oregon Community Unit School District #220, the following shall apply:

1. The student's parents or guardians will be contacted by Principal or designee and shall receive, by regular mail, written notice that the student has been found to have committed an offense, the type of offense committed.
2. The student, along with their parent/guardian, shall be required to meet with the Principal and/or designee to discuss the violation.
3. The student must successfully complete all recommendations of the administration.
4. A student who has committed an alcohol or controlled substance related offense shall enroll in and complete a formal evaluation at a drug treatment facility (with the exception of a student determined to be a violator of the nicotine possession or use rule). The Principal must receive a copy of the follow-up referral form from the facility before privileges can be reinstated. Recommendations stated on the follow-up referral form must be started before privileges will be reinstated. Any costs associated with the implementation of the recommendations shall be the responsibility of the parent/guardian. Failure to complete or participate in this evaluation will result in a one year suspension from extra-curriculars.
5. The student shall perform five hours of community service work within 30 days of the violation. The community service hours must be approved by the Principal and/or Activities Director prior to performing the service. Proof of completion of such service must be provided to one or both of these administrators. Failure to complete this requirement within 30 days will cause the consequence to revert to the standard second offense consequence described in Section 2D.
6. Coaches and advisors may add additional team consequences at their discretion for athletes who have committed a first infraction.

\* If the administration deems the offense to be severe enough, there may be additional sanctions imposed up to and including suspension from all extra-curricular activities.

#### **D. CONSEQUENCES – 2<sup>ND</sup> OFFENSE**

When the Principal and the Activities Director determine that a student has committed one of the offenses listed in Subsection II.B. above, after determining that the student has not provided a satisfactory explanation for the behavior or positive test result, and the offense constitutes the student's second offense during his/her extracurricular career with the Oregon Community Unit School District #220, the

following consequences shall apply:

- 1) The student's parent/guardian shall receive, by regular mail, written notice that the student has been found to have committed an offense, the type of offense committed, and the penalty that will be applied.

- 2) Non-Seasonal Activity:

If the offense occurs when the student is not participating in Non-Seasonal Activities then the student will lose 30 days of participation for the next Non-Seasonal Activity of participation. If the offense occurs while participating in Non-Seasonal Activities then the student shall be dismissed from Non-Seasonal Activities for 30 participation days. Participation days for Non-Seasonal Activities are days when school is in session.

- 3) Seasonal Activity

The student will be suspended from competition in his/her activity for twenty-five percent (25%) of the contests allowed by the Illinois High School Association in the season bylaws. If there is less than 25% of the contests remaining in the season at the time of the infraction, the remaining percentage amount shall carry over to the student's next activity. Students simultaneously participating in Non-Seasonal and Seasonal Activities will be subject to consequences in both categories.

4) A student who has committed an alcohol or controlled substance related offense shall enroll in and complete a formal evaluation at a drug treatment facility (with the exception of a student determined to be a violator of the nicotine possession or use rule). The Principal must receive a copy of the follow-up referral form from the facility before privileges can be reinstated. Recommendations stated on the follow-up referral form must be started before privileges will be reinstated. Any costs associated with the implementation of the recommendations shall be the responsibility of the parent/guardian. Failure to complete or participate in this evaluation will result in a one year suspension from extra-curriculars.

5) The appropriate coach/advisor shall determine if the offender shall be entitled to participate in practices during a suspension period. This decision shall be made by the coach in consultation with the Activities Director and Principal.

6) A student participating in a uniformed activity who is serving a suspension from extracurricular activities under this Code of Conduct and Drug and Alcohol Testing Program may sit with the club/team at the coach's discretion, but shall not dress in full uniform.

7) A student who has committed an offense is not eligible for Oregon School District awards or honors in the activities he/she was participating in at the time of the offense. The student may receive his/her numerals or letter, if he/she has met the criteria prior to committing the offense.

#### **E. CONSEQUENCES – 3<sup>RD</sup> OFFENSE:**

When the Principal and the Activities Director determine that a student has committed one of the offenses listed in Subsection II.B. above, after determining that the student has not provided a satisfactory explanation for the behavior or positive test result, and the offense constitutes the student's third offense during his/her extracurricular career with the Oregon Community Unit School District #220, the following consequences shall apply:

- 1) The student's parent/guardian shall receive, by regular mail, written notice that the student has been found to have committed an offense, the type of offense committed, and the penalty that will be applied.
- 2) The student shall be suspended from participation in all school-sponsored extracurricular activities for one calendar year. At the discretion of the Principal and the Activities Director, with the completion of 15 hours of community service, this suspension can be reduced to fifty percent (50%) of the contests allowed by the Illinois High School Association in the season bylaws. If there is less than 50% of the contests remaining in the season at the time of the infraction, the remaining percentage amount shall carry over to the student's next activity. The community service hours must be approved by the Principal and/or Activities Director prior to performing the service. Proof of completion of such service must be provided to one or both of these administrators.

For non-seasonal activities, the suspension can be reduced to 60 participation days. Students simultaneously participating in Non-Seasonal and Seasonal Activities will be subject to consequences in both categories.

- 3) A student who has committed an alcohol or controlled substance related offense shall enroll in and complete a formal evaluation at a drug treatment facility (with the exception of a student determined to be a violator of the nicotine possession or use rule). The Principal must receive a copy of the follow-up referral form from the facility before privileges can be reinstated. Recommendations stated on the follow-up referral form must be started before privileges will be reinstated. Any costs associated with the recommendations shall be the responsibility of the parent/guardian. Failure to complete or participate in this evaluation will result in a one year suspension from extra-curriculars
- 4) The appropriate coach/advisor shall determine if the student shall be entitled to participate in practices during a suspension period. This decision shall be made by the coach/advisor in consultation with the Activities Director and Principal.
- 5) A student who has committed an offense is not eligible for Oregon District awards or honors in the activities he/she was participating in at the time of the offense. The student may receive his/her numerals or letter, if he/she has met the criteria prior to committing the offense.

#### **F. CONSEQUENCES 4<sup>TH</sup> OFFENSE:**

When the Principal and the Activities Director determine that a student has committed one of the offenses listed above, after determining that the student has not provided a satisfactory explanation for the behavior or positive test result, and the offense constitutes the student's fourth offense during his/her extracurricular career with the Oregon Community Unit School District #220, the following consequences shall apply:

- 1) The student's parent/guardian shall receive, by regular mail, written notice that the student has been found to have committed an offense, the type of offense committed, and the penalty that will be applied.
- 2) The student shall be suspended from participation in all sports and school-sponsored extracurricular activities for the remainder of the student's education in the Oregon School District.

#### **G. APPEAL PROCESS:**

To appeal the determination that a student has committed an offense punishable under this Code of Conduct and Drug and Alcohol Testing Program, a student or the student's parent must submit a letter and any relevant evidence to the Activities Director within 5 business days after being notified, either orally or in writing, of the offense which the student has been determined to have committed. Written notice sent by regular U.S. Mail will be deemed to have been received by the addressee seven (7) business days after the date it was sent.

- 1) Within ten (10) days after receiving such appeal, the Activities Director shall convene a meeting with the student and/or student's parent(s)/guardian(s) and district hearing officer. The purpose of this meeting will be to hear any relevant evidence pertaining to the decision.
- 2) Thereafter, the hearing officer shall report to the Board, by written summary, the evidence heard at the meeting.
- 3) Upon receipt of the report, the Board may take such action as it finds appropriate.

### **III. DRUG AND ALCOHOL TESTING PROGRAM**

To further its legitimate concerns with regard to preventing, deterring, and detecting drug use and protecting the safety and health of its students, the Board of Education has adopted the following Drug and Alcohol Testing Program, which shall apply to all participants in school-sponsored extracurricular activities in grades 6 through 12.

#### **A. RANDOM SELECTION OF STUDENTS FOR TESTING; INITIAL DRUG TESTING FOR THOSE THAT REQUIRE A PHYSICAL**

1. During the school year, all participants in extracurricular activities will be subject to the possibility of being randomly tested for the controlled substances listed in subsection II.B.3. above. Once placed on the random list, participants will remain in the random drug testing pool until graduation from high school. Testing will be conducted at random, unannounced times. The Superintendent or his/her designee shall assign each participant a number for the time period in which the policy is in effect. Personnel at the drug testing facility will select randomly the numbers of those students who are to be tested. The numbers will be computer generated. Random selection of numbers will not occur on the same day each week.
2. A drug test conforming to the procedures listed in Subsection IIIB below shall be conducted separately of the physical examination when such a physical examination is required by law or Board policy for participation in a school-sponsored

extracurricular activity. Please note, this test shall be required annually, with reference to the school calendar, and must have yielded a negative result before a student may participate in a game or contest.

#### **B. NOTIFICATION OF STUDENT SELECTION AND COLLECTION PROCEDURE:**

Selected students will be notified to report to the testing site. The student will be escorted to the testing site by the Principal, Associate Principal, Activities Director or designee. The student shall provide a sample of his/her saliva or urine. The sample will be labeled with the date and the student's number. The Principal, Associate Principal, Activities Director, or designee shall verify with the student the accuracy of the cross-referenced number to assure that it is the student's number. Thereafter, the sample shall be taken to KSB Corporate Health Services, which shall test the sample for the presence of drugs, alcohol, and/or nicotine. Any sample which tests non-negative shall be confirmed using the gas chromatography/mass spectrometry method ("GC/MS"). KSB Corporate Health Services and the testing laboratory shall closely monitor and record the chain of custody of the sample to assure accuracy and anonymity of the testing procedure. The only school personnel who will know of the selection shall be the Superintendent, Principal, Activities Director, and designee.

**Comment [BM19]:** Mr. Lawton said they may test urine or saliva for the upcoming year, so both are included in the handbook as options.

If a participant is absent from school or off campus and is selected for testing, the student will remain eligible for participation but will be automatically tested on the next date as one of the selected participants. The student will not be informed that his/her number was selected. If a student is absent the second time, the administration will make arrangements to have the student tested at the earliest possible arrangement

#### **C. NON-COMPLIANCE:**

If an extracurricular participant refuses to be tested or is in school on the day to be tested but does not show up at the scheduled time, unless excused by the Activities Director and/or Principal, the participant will be given an opportunity to explain his/her refusal or failure to appear. If the Principal or the Activities Director determines, after hearing the participant's explanation, that it is inadequate, the participant will be considered a positive test and will be subject to the consequences specified in Subsections II.D., II.E., and II.F. above. Any extracurricular participant selected for testing who is in attendance on the day of testing and leaves campus/school before completing the test will be considered a positive test, unless excused by the Activities Director and/or the Principal, and will be subject to the consequences specified in Subsections II.D., II.E., and II.F. above. Any extracurricular participant that has a test which is determined to have been altered or "masked" in any way shall be considered a positive test and will be subject to the consequences specified in Subsections II.D., II.E., and II.F. above.

#### **D. MEDICATION:**

If an extracurricular participant selected for testing has been or is taking prescription and/or non-prescription medication, the participant must provide verification (either by a copy of the prescription or by doctor's authorization) to the Medical Review Officer upon request. If the Medical Review Officer determines, after hearing the student's explanation, that it is inadequate, the student will be subject to the consequences specified in Subsections II.D., II.E., and II.F. above.

#### **E. TESTING FACILITY:**

The Superintendent shall select a licensed medical facility at which this Drug and Alcohol Testing Program shall be administered. The Superintendent shall take all reasonable measures to ensure that staffs at such facility take every reasonable precaution to collect an unadulterated specimen during the collection process and provide an accurate chain of custody for each and every specimen.

#### **F. NOTICE OF NEGATIVE RESULT:**

The parents/guardians of a student who tests negative will be notified by mail. The notification will occur within (5) days of Oregon School District's receipt of information.

#### **G. PROCEDURE FOR NON-NEGATIVE RESULT:**

If a student's sample tests non-negative under the GC/MS test, the student and his/her parents/guardians shall be notified by phone or personal contact of the results by the Principal and/or Activities Director. The student and his/her parents/guardians shall be given the opportunity to provide the Medical Review Officer with information explaining the non-negative result. The student shall be eligible for continued participation in extracurricular activities until the Medical Review Officer makes a ruling. If a satisfactory explanation is not made to the Medical Review Officer, the test result will be considered positive and the student shall be subject to the consequences of the offense specified in Subsections II.D., II.E. and II.F. above. A student who tests positive may be tested each time the random drug tests are administered thereafter for one calendar year.

#### **H. RE-TESTING AFTER POSITIVE RESULT:**

The student will have an opportunity within twenty-four (24) hours of the notification by the Medical Review Officer of the first positive test results to be re-tested (using one-half of the original sample) in a federally-licensed laboratory of the family's choice and at the expense of the student and the parent/guardian. The Medical Review Officer may consult the medical professionals to evaluate the results of the re-test, taking into consideration any evidence offered by the student and/or his/her parents/guardians. Should the test be confirmed as positive, and there is not a satisfactory explanation for the positive results, as determined by the Medical Review Officer, the student will be subject to the consequences specified in the Extracurricular Activities Policy.

#### **CONFIDENTIALITY OF TEST RESULTS**

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the student, his/her parents or guardians, personnel of the drug testing facility, and school officials designated by the Superintendent on a need-to-know basis. The results of the testing shall not be used as a basis for any academic or disciplinary action other than the consequences stated in this Code of Conduct and Drug and Alcohol Testing Program. The results of the testing shall not be reported to law enforcement officials. The test results will not be part of the student's permanent record but will be kept in a separate secure file in the Activities Director's office. The Drug and Alcohol Testing Program does not, however, limit the school district's authority to suspend or expel students under reasonable suspicion of drug or alcohol use, when that reasonable suspicion is based on evidence acquired outside of the Drug and Alcohol Testing Program described herein. Similarly, the Drug and Alcohol Testing Program does not limit the School District's authority to search or test students when reasonable suspicion of drug or alcohol use exists.

#### **J. ENFORCEMENT:**

Nothing contained in the Code of Conduct and Drug and Alcohol Testing Program shall prohibit or limit the application of Oregon School District's regular student disciplinary rules and regulations to students, except as described in Subsection III.I. above. The provisions of this Code of Conduct and Drug and Alcohol Testing Program are considered an addition to all other rules and regulations governing student conduct and discipline.

#### **K. EXPENSES:**

Funding for the random drug testing program will be provided by Board of Education action. The cost of the drug test at the time of the physical will be at the parent's expense.