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### **3:00 PM REGULAR BELL SCHEDULE**

(Monday, Tuesday, Thursday, Friday)

<b><u>Period</u></b>	<b><u>Class Time</u></b>
<b>1</b>	<b>8:05 AM - 8:50 AM</b>
<b>2</b>	<b>8:55 AM -9:40 AM</b>
<b>3</b>	<b>9:45 AM - 10:30 AM</b>
<b>Homeroom</b> <b>WACC Homeroom/Lunch</b>	<b>10:35 AM - 11:10 AM</b> <i>*Announcements</i>
<b>4 A Lunch/Class</b>	<i>11:10 AM - 11:35 AM A Lunch</i> <b>11:40 AM -12:30 PM Class</b>
<b>4 Class/B Lunch/Class</b>	<b>11:15 AM -11:40 AM Class</b> <i>11:40 AM - 12:05 AM B Lunch</i> <b>12:10 PM - 12:30 PM Class</b>
<b>4 Class/ C Lunch</b>	<b>11:15 AM - 12:05 PM Class</b> <i>12:05 PM-12:30 PM C Lunch</i>
<b>5</b>	<b>12:35 PM -1:20 PM</b>
<b>6</b>	<b>1:25 PM -2:10 PM</b>
<b>7</b>	<b>2:15 PM - 3:00 PM</b>

## 2:00 PM BELL SCHEDULE

(Wednesday)

<u>Period</u>	<u>Class Time</u>
<b>7</b> WACC Homeroom	<b>8:05 AM - 8:45 AM</b> <i>*Announcements</i>
<b>1</b>	<b>8:50 AM - 9:30 AM</b>
<b>2</b>	<b>9:35 AM - 10:15 AM</b>
<b>3</b>	<b>10:20 AM - 11:00 AM</b>
<b>4 A Lunch/Class</b>	<i>11:00 AM -11:25 AM A Lunch (WACC Lunch)</i> <b>11:30 AM -12:20 PM Class</b>
<b>4 Class/B Lunch/Class</b>	<b>11:05 AM - 11:30 AM Class</b> <i>11:30 AM - 11:55 AM B Lunch</i> <b>12:00 PM - 12:20 PM Class</b>
<b>4 Class/ C Lunch</b>	<b>11:05 AM - 11:55 PM Class</b> <i>11:55 AM - 12:20 PM C Lunch</i>
<b>5</b>	<b>12:25 PM - 1:10 PM</b>
<b>6</b>	<b>1:15 PM - 2:00 PM</b>

## **10:00 LATE START SCHEDULE**

(Monday, Tuesday, Thursday, Friday)

*\*Late start on Wednesday will result in dismissal from 6th period at 2:00 PM, no 7th period class.*

<b><u>Period</u></b>	<b><u>Class Time</u></b>
<b>1</b>	<b>10:00 AM - 10:35 AM</b> <i>*Announcements</i>
<b>2</b>	<b>10:40 AM -11:10 AM</b>
<b>3</b> WACC Grab-n-Go Lunch	<b>11:15 AM - 11:45 AM</b> <i>WACC will miss 3rd Period</i>
<b>4 A Lunch/Class</b>	<i>11:45 AM - 12:10 AM A Lunch</i> <b>12:15 PM -1:05 PM Class</b>
<b>4 Class/B Lunch/Class</b>	<b>11:50 PM -12:15 PM Class</b> <i>12:15 PM - 12:40 PM B Lunch</i> <b>12:45 PM - 1:05 PM Class</b>
<b>4 Class/ C Lunch</b>	<b>11:50 PM - 12:40 PM Class</b> <i>12:40 PM-1:05 PM C Lunch</i>
<b>5</b>	<b>1:10 PM -1:40 PM</b>
<b>6</b>	<b>1:45 PM -2:15 PM</b>
<b>7</b>	<b>2:20 PM - 2:50 PM</b>

**2021-2022 School Year Calendar**  
Oregon CUSD #220

M	T	W	TH	F			<b>Attendance Days:</b>
<b>AUGUST</b>							
2	3	4	5	6			
9	10	11	12	13	Aug 13	Teacher Institute - No School	
16	17	18	19	20	Aug 16	1st day of student attendance	Student 12
23	24	25	26	27	Aug 18	2:00 PM Dismissal	Teach Inst 1
30	31				Aug 25	2:00 PM Dismissal	
<b>SEPTEMBER</b>							
		1	2	3	Sept. 1	2:00 PM Dismissal	
6	7	8	9	10	Sept. 6	Labor Day - No attendance	Student 21
13	14	15	16	17	Sept. 8	2:00 PM Dismissal	
20	21	22	23	24	Sept. 15	2:00 PM Dismissal	
27	28	29	30		Sept. 17	1st Qtr. Midterm	
					Sept. 22	2:00 PM Dismissal	
					Sept. 29	2:00 PM Dismissal	
<b>OCTOBER</b>							
				1	Oct. 6	2:00 PM Dismissal	Student 19
4	5	6	7	8	Oct. 8	Teacher Institute- No School	Teach Inst 1
11	12	13	14	15	Oct. 11	Columbus Day - No attendance	
18	19	20	21	22	Oct. 13	2:00 PM Dismissal	
25	26	27	28	29	Oct. 15	End of 1st Qtr.	
					Oct. 20	2:00 PM Dismissal	
					Oct. 22	Report Cards	
					Oct. 27	Early Dismissal - 2:00 PM P/T Conferences	
<b>NOVEMBER</b>							
1	2	3	4	5	Nov. 3	2:00 PM Dismissal	
8	9	10	11	12	Nov. 4	Early Dismissal - 2:00 PM P/T Conferences	Student 19
15	16	17	18	19	Nov. 10	2:00 PM Dismissal	Teach Inst 1
22	23	24	25	26	Nov. 17	2:00 PM Dismissal	
29	30				Nov. 19	2nd Qtr Midterm	
					Nov. 24	P/T Conf. Obligation - No attendance	
					Nov. 25	Thanksgiving - No attendance	
					Nov. 26	No attendance	
<b>DECEMBER</b>							
		1	2	3	Dec. 1	2:00 PM Dismissal	
6	7	8	9	10	Dec. 8	2:00 PM Dismissal	
13	14	15	16	17	Dec. 15	2:00 PM Dismissal	Student 15
20	21	22	23	24	Dec. 21	End of 2nd Qtr./1st Semester	Semester 86
27	28	29	30	31	Dec 22-31	Winter Break	
<b>JANUARY</b>							
3	4	5	6	7	Jan. 3-4	Winter Break	
10	11	12	13	14	Jan. 5	Classes Resume	
17	18	19	20	21	Jan. 7	Report Cards	Student 18
24	25	26	27	28	Jan. 12	2:00 PM Dismissal	
31					Jan. 17	MLK Day - No attendance	
					Jan. 19	2:00 PM Dismissal	
					Jan. 26	2:00 PM Dismissal	
<b>FEBRUARY</b>							
	1	2	3	4	Feb. 2	2:00 PM Dismissal	
7	8	9	10	11	Feb. 4	3rd Qtr. Midterm	
14	15	16	17	18	Feb. 9	2:00 PM Dismissal	Student 18
21	22	23	24	25	Feb. 16	2:00 Dismissal	Teach Inst 1
28					Feb. 18	Teacher Institute - No School	
					Feb. 21	Presidents Day - No attendance	
					Feb. 23	2:00 PM Dismissal	
<b>MARCH</b>							
	1	2	3	4	March 2	2:00 Dismissal	
7	8	9	10	11	March 4	End of 3rd Qtr	
14	15	16	17	18	March 9	2:00 PM Dismissal	Student 19
21	22	23	24	25	March 16	2:00 PM Dismissal	
28	29	30	31		March 23	2:00 PM Dismissal	
					March 28-31	Spring Break	
<b>APRIL</b>							
				1	Apr. 1	Spring Break	
4	5	6	7	8	Apr. 6	2:00 PM Dismissal	Student 19
11	12	13	14	15	Apr. 13	2:00 PM Dismissal	
18	19	20	21	22	Apr. 14	4th Qtr. Midterm	
25	26	27	28	29	Apr. 15	Good Friday - No attendance	
					Apr. 20	2:00 PM Dismissal	
					Apr. 27	2:00 PM Dismissal	
<b>MAY</b>							
2	3	4	5	6	May 4	2:00 PM Dismissal	
9	10	11	12	13	May 11	2:00 PM Dismissal	Student 15
16	17	18	19	20	May 18	2:00 PM Dismissal	Teach Ins 1
23	24	25	26	27	May 20	Last Day of School - 1:30 Dismissal	Semester 89
30	31				May 23	Teacher Institute	
					May 30	Memorial Day - No attendance	
							<b>Student 175</b>
							<b>Teacher 5</b>
							<b>Total 180</b>

During inclement weather, start of school day may be delayed 90 minutes

## **OREGON CUSD #220 POLICIES**

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 South 10th Street, Oregon, IL 61061

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

Dr. Bryan Wills, President

Corey Buck, Vice-President

Mary Jo Griffin, Secretary

Becky Duke, Member

Dr. Molly Herman Baker, Member

Michael Guzman, Member

Mindy Nesemeier, Member

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

Dr. Thomas Mahoney, Superintendent

Adam Larson, Assistant-Superintendent

Dr. Heidi Deininger, Principal

Shannon Cremeens, Dean of Students

Jim Turffs, School Counselor

Mike Lawton, Athletic Director

Zach VanVelzer and Liz Myers, Transportation Directors

The OCUSD 220 schools are located and may be contacted at:

Oregon High School

210 South 10th Street

Oregon, IL 61061

815-732-5300

David L. Rahn Junior High

105 West Brayton Rd.

Mt. Morris, IL 61054

815-732-5300

Oregon Elementary School

1200 Jefferson Street

Oregon, IL 61061

815-732-5300

## **INTRODUCTORY INFORMATION AND GENERAL NOTICES**

### **VISITORS**

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Oregon Schools requires all visitors entering a school building to provide photo identification for screening prior to being permitted access into the building. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.

16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

### **SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **SCHOOL VOLUNTEERS**

All school volunteers must complete the volunteer application process and be approved by the building principal prior to assisting at the school. More information can be found by contacting the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

### **EMERGENCY SCHOOL CLOSINGS**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. Notifications of school closings for any reason will go out via phone and email to the information families have registered in the system. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. Additionally, information will be posted on district social media sites for school cancellations and early dismissal notifications.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

### **COMPUTER/INTERNET USE POLICY**

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. Using the network for commercial or private advertising;
- k. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- l. 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.

\*See district-specific technology handbook and policies for additional details.

## **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact your school's main office.

## **HARASSMENT**

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.

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

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

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

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

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

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

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

## FREE AND REDUCED LUNCH PROGRAM

Applications for the Free and Reduced Meal Program are available at [www.lunchapplication.com](http://www.lunchapplication.com). You will be notified by email whether you qualify. It is important to apply before school starts so your child can, if approved, begin receiving free or reduced lunches from the beginning of the year. You must also have an application on file before the first day of school in order to qualify for fee waivers.

*A new application must be submitted each year since the program does not carry over from one year to the next.*

### Lunch Information

Lunch/Free and Reduced Price Meals 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.

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 any District School Office.
- Meals payments may also be made using the K-12 online payment system. No cash is accepted in the lunch line payments must be made through the school office or online.

9 - 12 Grade - Lunch money is turned in by students in the OHS office.

To ensure proper credit for deposits please place lunch deposit in an envelope with the student's 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.*

K-12 Online Meal Payment - Payments for student meal accounts may be made online through a service called K-12. By going to the school district's website, [www.ocusd.net](http://www.ocusd.net) and selecting Make/View meal payments, 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 student's 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 If a student's account balance does not have sufficient funds to purchase at the Ala Carte line, no charging is allowed. A hot lunch will be provided.

Free and Reduced Price Meals Applications for free and reduced price meals for each school year be available four weeks before the start of the next school year at [www.lunchapplications.com](http://www.lunchapplications.com) (sometime in mid-July-no 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 family.*

## **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. If an issue is not resolved at this level, it 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 REQUIREMENT INFORMATION**

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

## **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.

## **RESIDENCY REQUIREMENTS**

State regulations require parents to prove they are residents of the school district annually before their children may attend school. Parents must provide two examples of proof of residency at each school their children attend. Examples of proof of residency include the following: **driver's license, copies of either a current utility bill, auto insurance card, or property tax bill.**

## **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.

## **SAFETY DRILLS PROCEDURE AND CONDUCT**

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

## **SEARCH AND SEIZURE**

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

School 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.

## **SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

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

In accordance with P.A. 89-191, which amended the School Code of Illinois, District #220 has a policy and procedures for behavioral interventions for students with disabilities. The policy is provided to parents of students who are special education students and have an Individual Education Plan (IEP).

Any special education student who violates student disciplinary rules and regulations shall be disciplined in accordance with student handbook disciplinary policies and procedures. If a student has a Behavior Intervention Plan, that plan will take the place, where applicable, of the school's student discipline policy in determining what discipline is administered for a given offense.

## **STUDENT PRIVACY PROTECTIONS**

### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

## **STUDENT RECORDS**

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

the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

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

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

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

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

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

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

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

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

parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

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

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

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

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

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

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

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

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

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age

or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

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

## **TEACHER QUALIFICATIONS**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has meet state certification requirements
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived
- A teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications

If you would like to receive any of this information, please contact the high school office.

## **THREATS**

The parents whose children 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.

## STUDENT TIP LINE

The Safe School Helpline is Free and Confidential 24/7. Students can report anonymously when anything threatens the safety of our school.

800-4-1-VOICE EXT. 359

800-418-6423 EXT. 359

Web: safeschoolhelpline.com

Text: 6647, Then type TIPS

## TEXTBOOK/LIBRARY BOOK INFORMATION

### Library Fines or Fees

Students will be charged replacement costs plus cataloguing and processing for any lost library resource. These can include library books, magazines, textbooks, audiobooks, and any other resource that may be checked out by students. Weekly statements are given to students reminding them of overdue books or fines. Students have 30 days to return the resource before it is marked lost. Lost, overdue, and fine letters are mailed home at the end of each semester, or twice a year. Fines are added to PowerSchool at this time. If the resource is marked lost, a student has 30 days to return the resource. Once the item has been replaced, no refunds will be issued. If a resource is damaged, and the full cost of replacement has been satisfied, that resource will be given to the student. If a book is borrowed from an outside library, and the book is lost or damaged, replacement cost and any processing fees are determined by outside library. No refunds will be issued under any circumstances once the fee has been paid.

<u>Damages</u>	<u>Fine or Percentage/Total cost of Library Books</u>
1. Water Damage	100% of book or replacement copy when offered
2. Food stains	100% of book or replacement copy when offered
3. Excessive Writing	100% of book or replacement copy when offered
4. Missing Barcode/Spine Label	\$5.00
5. Repairs	\$5.00

### Textbook Information

Most textbooks are rented to students and must be returned at the end of the year for reuse the following year. Therefore, it is important that textbooks are cared for properly. Students will be charged replacement costs for any damaged or lost textbooks. Please see the textbook fine schedule below.

<b>Damages</b>	<b>Fine or Percentage of Total cost of Textbook</b>
1. Missing pages	100%
2. Ink/Highlighter Markings	\$5.00 per page
3. Obscenities (written or drawn)	100%
4. Water Damage	100% inside spine
5. Missing One Barcode	\$5.00
6. Book Rebinding	\$35.00 or current rate
7. Textbook Overdue Fine (DLR and OHS)	\$5.00
8. Any damages that prevent reuse not listed	Up to 100%
9. Torn Page	\$1.00 per page

## **VIDEO AND AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

## **HEALTH AND SAFETY**

### **REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS**

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year<sup>1</sup> will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Immunizations are available through the Ogle County Health Dept. for a minimum fee by calling 732-7330 ext.301 for an appointment; OCHD also accepts Public aid & 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 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 a new Illinois school physical, meet all immunization requirements and will have 30 days to comply.

### **EYE EXAMINATION**

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

### **DENTAL EXAMINATION**

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **EXEMPTIONS**

A student will be exempted from the above requirements for:

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

## **STUDENT MEDICATION**

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

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

### **SELF-ADMINISTRATION OF MEDICATION**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

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

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

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

### **ADMINISTRATION OF MEDICAL CANNABIS**

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

### **UNDESIGNATED MEDICATIONS**

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

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

### **EMERGENCY AID TO STUDENTS**

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

### **FIRST AID**

All first aid is administered in the school nurse's office, except for minor scrapes that can be handled in the classroom or on the playground. 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 families to keep 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 P.E. for more than one day. One-day excuses may be issued for medical reasons based on notes from parents or the school nurse. (a need to be excused for a second day may be approved by the school 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.

#### **Guidelines for keeping your child home:**

You as a 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 and getting fresh air and activity.

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

- temperature 100 degrees or over. (Your child needs to be fever free for 24 hr. before returning to school)
- diarrhea/vomiting within the past 24 hrs.
- undiagnosed rash
- any contagious condition

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

### **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.

### **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 9 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.
6. The 2nd day of school absent from a single case of lice will be an excused absence.

### **REPORTABLE COMMUNICABLE DISEASE**

Chickenpox, 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 may come in contact with other children's skin.

### **RETURN TO LEARN PROTOCOL FOR STUDENT CONCUSSION**

Concussion symptoms may range from mild to severe and can take a few days to several weeks to heal. We all take precautions to assure that your student is getting the best individual plan, while healing from the concussion at school. Our Return to Learn Protocol is in place to help the student, parent, coach, and all educational personnel to follow the plan that is created by the concussion team. This team consists of a school nurse, counselor, athletic trainer, athletic director, and a physician. We follow the Physician orders as well as use many other accommodations to help your son/daughter progress back to a full work load at school, while keeping symptoms to a minimum. Our priority is the student's health and need the full cooperation of the parent and student through this process. Families will be asked to give consent to OCUSD #220 staff to disclose information with appropriate persons, consistent with the Federal Health Insurance Portability and Accountability Act of 1996, including but not limited to, the nurse, teachers, counselors, coaches, athletic trainer, athletic director, and a treating physician. *A copy of the Return to Learn protocol can be obtained in the school nurse's office.*

## **CARE OF STUDENTS WITH DISABILITIES**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

## **STUDENTS WITH FOOD ALLERGIES**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (000) 000-0000.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

## **ACCOMMODATING BREASTFEEDING STUDENTS**

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.

2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

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

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

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

### **SAFETY DRILLS PROCEDURE AND CONDUCT**

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

## **ATTENDANCE INFORMATION**

With few exceptions, there is a direct correlation between attendance and school performance. With that in mind, and also in consideration of principles such as responsibility, dependability, maturity, etc., students should strive for good attendance. Whether an absence is excused or not, students lose indispensable educational advantages when they are absent. In an effort to maintain a quality education and good attendance levels, Oregon Community Unit School District 220 has enacted the following policy:

### **ATTENDANCE**

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

regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

## **STUDENT ABSENCES**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 815-732-5300 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

## **PRE-ARRANGED ABSENCES/VACATIONS**

For a pre-arranged absence, a parent or legal guardian must call the office prior to the absence. The student is then responsible to obtain a pre-arranged absence form from the office that must be approved by OHS administration prior to leaving on said trip. Work missed during an absence must be completed upon a student's return to school, or at the classroom teacher's discretion.

Oregon High School discourages parents or guardians from taking family vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning and create educational problems.

Students who request an excused absence due to a family vacation must follow the pre-arranged absence procedure described above.

Students absent or on vacation during final exams will be allowed to take exams upon return. No exams will be permitted prior to the absence.

## **RELEASE TIME FOR RELIGIOUS INSTRUCTION AND OBSERVANCE**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

## **MAKE-UP WORK**

If a student's absence is excused or 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. Students who are absent for any reason should meet with their teachers upon returning to school to set up a plan for make-up work.

## **SHADOWING/VOCATIONAL ACTIVITIES/COLLEGE VISITS**

Students requesting job shadowing/vocational visits must follow the pre-arranged absence procedure described above. A total of four (4) such visits may be granted for each student to be used anytime during their Junior/Senior years. Any exceptions to the policy must be approved by the administration.

## **TRUANCY**

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

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

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

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

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

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

## **UNEXCUSED ABSENCES**

Some examples of unexcused absences, according to state and/or local regulations, are as follows:

- Incarceration
- Missing the school bus
- Obtaining driver's license
- Trips not approved
- Photography sessions
- Leaving school w/o permission
- Shopping
- Absence not verified by parent call or not
- Leaving an assigned area without a note/permission
- Car accident (unless police report is produced and/or parental visit to the office for verification of the incident)
- Gainful employment
- Babysitting
- Birthdays
- Oversleeping
- Hair appointments
- Car trouble

Please be advised that if OHS administrators receive proof that a student absence has been falsely reported as "excused," that absence will be reclassified as "unexcused" and appropriate discipline for unexcused absences will apply.

## **ATTENDANCE REPORTING PROCEDURE**

In the event of any absence, the student's parent/guardian is required to call the school at 815-732-5300 before 8:05 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential. Voicemail is available 24 hours a day. All doctor, dentist, and court appointments must be verified by providing a written note from that office.

## **ATTENDANCE AND CO-CURRICULAR ACTIVITIES**

To be eligible to participate in practices or scheduled competitions, students must be in attendance for the second half of the school day. Students must report by 11:00 a.m. in order to be in attendance for half of the day. If students arrive after 11:00 a.m., any extenuating circumstances must be approved by the Activities Director before being allowed to participate.

If a student is ill and must stay home from school or must leave school due to illness, the student may not engage in practice or events. Students who attempt to circumvent this policy to participate will face the following consequences:

1<sup>st</sup> offense: warning

2<sup>nd</sup> offense: suspended from the activity for 7-calendar days or through the next competition/performance (whichever involves the fewer number of days) and will be counted unexcused that day for the first offense.

3<sup>rd</sup> offense: a 21-calendar-day suspension or from the next three competitions/performances (whichever involves the fewer number of days), and will be counted as unexcused for that day.

4<sup>th</sup> offense: suspended for the remainder of the season and be counted as unexcused that day.

## **MEDICAL APPOINTMENT DOCUMENTATION**

The parent or guardian of any District 220 student may be contacted when the student has been absent a total of 5 school days due to illness or other medical circumstances.

When a student has been absent more than 7 days, administrators may require that future absences require a medical statement from a doctor or the school nurse in order for future absences to be excused.

When a student is absent for 10 days, an individualized attendance improvement plan may be implemented that requires medical documentation to excuse any further absences.

\*An attendance improvement plan can be carried into the next school year. A letter will be sent out in July to the parents of students who will continue with the attendance improvement.

## **HOME AND HOSPITAL INSTRUCTION**

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

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

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

For information on home or hospital instruction, contact the main high school office.

## **TRANSPORTATION AND PARKING**

### **BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

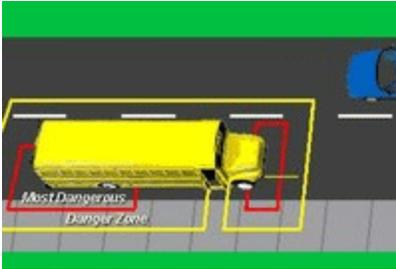
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school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

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

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the Oregon School Transportation Department.

## **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.
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 PARKING**

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

The lots designated school staff, personnel, and others designated by administration MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

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

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

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

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

**ALL VEHICLES PARKING ON SCHOOL GROUNDS MUST HAVE A VALID PARKING PERMIT. IF A STUDENT USES MORE THAN ONE VEHICLE, THAT PERMIT MUST BE PLACED IN THE VEHICLE DRIVEN TO SCHOOL THAT DAY. THE OREGON POLICE DEPARTMENT HAS BEEN INSTRUCTED TO TICKET ALL VEHICLES NOT DISPLAYING CURRENT VALID PERMITS. STUDENTS WHO REPEATEDLY VIOLATE SCHOOL PARKING RULES WILL HAVE THEIR VEHICLE TOWED.**

Permits may be purchased through the Oregon High School main office for \$35. Replacement fee for a lost permit is \$15.

**OHS administration has the right to search cars parked on school property, confiscate illegal substances, weapons or stolen property, and discipline the offending driver and/or passenger(s).**

# **OREGON HIGH SCHOOL STUDENT INVOLVEMENT AND ACADEMIC INFORMATION**

## **OUR EXPECTATIONS**

- We treat each other with dignity and respect.
- We know our audience when communicating and always use appropriate language.
- We keep our school neat and clean.
- We solve our problems creatively by stopping, thinking, and discussing actions.
- We approach each day with a positive attitude.

## **A COMMITMENT TO CHARACTER**

- We believe character begins with honesty, integrity, personal responsibility, and respect for others.
- We share the commitment to recognize, model, and nurture character in the Oregon High School community.
- We will create an atmosphere that encourages ethical decision making that fosters social responsibility.

## **CLUBS AND ORGANIZATIONS**

The following is a list of current clubs and organizations that may be available to Oregon High School students:

Academic Bowl	Archery Club	Bass Fishing Club*
Book Club	Club 9	Drama Club/Fall Play
Dungeons & Dragons	Fellowship of Christian Athletes*	
FFA	Fiber Arts	Game Club
International Club*	Jazz Band	Madrigals
National Honor Society	Student Council	

\*Not a School Sponsored Activity - Self Funded with Volunteer Advisor

Applications/requests for new clubs or student organizations can be made by obtaining an application form from either the OHS main office or the activities office. Applications must be filled out and returned to the activities office and then approved by the Superintendent of Schools prior to be recognized.

## **GRADING AND PROMOTION**

School report cards are issued to students on a **semester basis**. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

### **GUIDANCE AND COUNSELING (OHS)**

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

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Course Guide Link:

[Oregon High School 2021-2022 Course Guide](#)

### **EARLY GRADUATION (OHS)**

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted in final draft form to the building principal prior to October 1st of the student's seventh semester.

Early graduates must make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e. announcements, cap and gown rental, graduation practices, etc.).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the Principal and the senior counselor prior to September 1st of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

### **ENGLISH LEARNERS**

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.

### FINAL EXAMS

An exam or final assessment will be given at the end of each term. Students absent from final exams will have a time scheduled after their absence to make-up exams. No student will be allowed to take exams early prior to an absence. An incomplete may be administered temporarily until a final exam has been completed.

### GRADE POINT AVERAGE

The overall GPA based on final semester grades, not quarter grades. The only exclusion from determination of overall GPA is driver's education.

The basic GPA would be determined by the same letter grade point method:

Reg/Basic Level	Honors Level	AP/College Level
A = 4	A = 4.50	A = 5
A - = 3.67	A - = 4.17	A - = 4.67
B+ = 3.33	B+ = 3.83	B+ = 4.33
B = 3	B = 3.50	B = 4
B - = 2.67	B - = 3.17	B - = 3.67
C+ = 2.33	C+ = 2.83	C+ = 3.33
C = 2	C = 2.50	C = 3
C - = 1.67	C - = 2.17	C - = 2.67
D+ = 1.33	D+ = 1.83	D+ = 2.33
D = 1	D = 1.50	D = 2
D - = .67	D - = 1.17	D - = 1.67
F = 0	F = 0	F = 0

Letter grade point method for approved college and Advanced Placement courses: A=5.0; B=4.0; C=3.0. After a C (C-) the student reverts to the standard grade point method and is in imminent danger of being dropped from the course. Students in honors courses will receive .5 grade point per full credit.

All approved college courses taken by students will be counted as dual credit and will be calculated into the student's GPA. However, students taking correspondence courses will not have those courses counted as dual credit.

**Pass/Fail Classes**

Courses that are designated as Pass/Fail will have a 70% benchmark to successfully complete the course. A passing grade will not impact the student's GPA. If a student does not meet the benchmark for passing this course, the student will receive a F and that grade will negatively impact the GPA. Minimal courses have this designation; otherwise, this option must be approved by the teacher and administration.

**GRADING SCALE**

This scale shall be used by all teachers in determining students' grades:

94.50-100 A	91.50-94.49 A-	88.50-91.49 B+
85.50-88.49 B	82.50-85.49 B-	79.50-82.49 C+
76.50-79.49 C	73.50-76.49 C-	70.50-73.49 D+
67.50-70.49 D	64.50-67.49 D-	0.00-64.49 F

**WEIGHTED GRADES**

In order to recognize and report differences in achievement and effort, the district utilizes a grade weighting system according to course level. Every student will receive period grade reports each semester. The only grades maintained in the school's permanent record and used to determine class rank are those shown as final semester grades. Both the weighted and unweighted systems are used to compute the Honor Roll. Grades earned in the two levels shall receive the following weights:

Regular/Basic Level	Honors Level	A.P./College Level
A – 4.0	A - 4.5	A – 5.0
B – 3.0	B - 3.5	B – 4.0

C – 2.0	C - 2.5	C – 3.0
D – 1.0	D - 1.5	D – 1.0
F – 0.0	F - 0.0	F – 0.0

Classes that are weighted include: Honors Geometry, Honors Algebra II; Honors Pre-Calculus, Honors Physical Science, Honors Earth and Space Science, Honors Life Science, Honors Chemistry; Human Anatomy and Physiology; Honors English I; Honors English II; Physics; Honors World History, Honors Civics, American Studies, Honors Health, Honors Band, Honors Choir, all Advanced Placement Courses; all approved Dual Credit Courses; all approved college classes.

A course taken off-campus will not count towards graduation credit if an equivalent course is offered at the high school. A dual credit course taken during the summer will not count towards graduation credit.

#### **GRADE REPORTING**

Progress on a student’s grade can be obtained by visiting the online parent/student portal. A virtual report card will be made available at the conclusion of every grading term.. A student has 14 days after the end of each grading period to contest the grade assigned by the teacher. The appeal must be received by the office in writing before the 14-day period expires.

#### **GRADUATION HONORS**

Academic achievements at graduation will be recognized with a category system based on the following three categories:

Summa Cum Laude: 4.0 and above

Magna Cum Laude: 3.75-3.99

Cum Laude: 3.5-3.74

Graduation speakers will be selected from two groups: 1) Those graduating Summa Cum Laude 2) Those students who have completed the most community service during their high school careers. Those students interested in speaking will submit speeches for blind review by a faculty committee, with the committee selecting the two speakers.

Any student during his/her senior year who is applying for either a scholarship or to a college/university and is required to submit their class rank, that rank will be provided by the OHS counseling for those purposes only.

At graduation, each group will be recognized in the program, with special cords/ribbons and will be asked to stand as each group is recognized.

## HONOR ROLL

Students at Oregon High School are recognized for academic honors based on grade point average (GPA) at the end of a semester grading period. Students will receive Honorable Mention with a semester GPA between 3.0 and 3.49, Honor Roll with a semester GPA between 3.5 and 3.99, and semester High Honor Roll with a GPA over 4.0.

## HOMEWORK

There are four reasons teachers assign homework:

- Aids in understanding material
- Homework promotes mastery
- Chance for applying knowledge/skills
- Allows for independent practice

Parents are urged to support their child's teachers in advocating the importance of homework. Homework provides a child with the necessary practice to help him/her master the content at hand.

## HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all listed graduation requirements
2. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance
3. Participating in the State assessment required for the state of Illinois (SAT).

English	4 Credits
Mathematics	3 Credits
Science	3 Credits
Social Studies (1 US History, .5 Civics, .5 World History)	2 Credits
Physical Education	3.5 Credits
Health	.5 Credit
Consumer Education (or equivalent course)	.5 Credit
Electives	8.5 Credits
<b>TOTAL REQUIRED CREDITS</b>	<b>25 CREDITS</b>

## **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) GRADUATION REQUIREMENT**

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

## **PROMOTION POLICY**

On track status is determined by the number of credits earned: At the conclusion of each semester, the number of credits earned will be checked, and students will be reclassified based on the number of credits earned. **To be an on-track sophomore, you must have 6 credits comprised of at least 1 credit each in English, Math, Science & .5 Social Studies; to be an on-track junior, you must have 12 credits comprised of at least 2 credits each in English, Math, Science and 1 credit Social Studies; to be a senior on track for graduation, you must be able to complete all requirements by the end of your senior year.**

## **ONLINE CLASSES AND CREDIT RECOVERY**

Students may select to enroll in classes online for enrichment or for credit recovery purposes as approved by the counseling department and school administration. Students will be required to sign a contract prior to enrollment in an online course. Course grades will be updated weekly and will be utilized for eligibility purposes.

Students involved in online classes for enrichment opportunities will be accountable to the following items:

- Students will attend all class periods in the OHS Library (or other designated location)
- Students will be required to follow the OHS Student Handbook, including the cell phone policy.

- Students will spend all assigned class time working on the online course, unless it has been otherwise approved by the supervisor to work on something different.
- Students who enroll in online classes through the Illinois Virtual School and do not obtain a passing grade at the end of the term will be required to refund the school for the amount of the class. Online courses typically cost around \$250 per semester class, but do fluctuate.
- Students who enroll in college-level online classes are responsible for all tuition and fees to be paid directly to the institution providing the credit.
- Students will be required to complete the classes within the OHS semester unless otherwise approved for an extension. Students are encouraged to follow the course pacing guide.
- Students will not be allowed to drop online courses unless it is approved by a counselor and principal, and students will be accountable for any drop fees.

Students involved in online credit recovery classes will be accountable to the following items:

- Students will be required to follow the timelines as defined by the teacher with the Illinois Virtual School. Extensions will be at the cost of the family, if requested
- Students may use time outside of school to complete coursework. Students may also work in their extra time at school or during their study hall
- Students will not be allowed to drop online courses unless it is approved by a counselor and principal, and students will be accountable for any drop fees.
- Fees will be assessed for the cost of the online class and are the sole responsibility of the student unless otherwise determined by OHS Administration

### **Dual Credit Opportunities**

Students at Oregon High School have an opportunity to enroll in dual credit courses either on site by OHS instructors or via a local college or university. A list of local dual credit opportunities can be found in the annually published Course Guide available online or in the OHS Counseling Department. Opportunities offered outside of the school building or online can be found at various college websites.

### **Dual Credit Plagiarism Policy**

Students who are enrolled in any dual credit course and have paid tuition for college credit will be subject to the plagiarism policy of the cooperating institution. Plagiarism policies will be distributed by individual class instructors

### **PHYSICAL EDUCATION WAIVERS**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit; (during the marching band season)
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program; (student must be in the 11<sup>th</sup> or 12<sup>th</sup> grade, waived for semester of the athletic season)
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

## **PREMIER SCHOLARS**

Oregon High School recognizes those students who have devoted themselves to service to others and academic achievement. Students who meet all the following criteria by the end of their senior year will be recognized as a Premier Scholar at their graduation ceremony.

1. Participate in at least two sports, clubs or activities per year or a total of eight seasons by the end of senior year.
2. Demonstrate community involvement by doing at least 80 hours of community service by 3rd qtr. of Senior Year
3. Earn at least a 3.0 GPA or higher or have an increase in GPA by 1 point between the end of 2nd semester Freshman year and end of 1st semester Senior year.
4. Be a good citizen; No OSS, extra-curricular code violations and no more than three days of in-school suspension in four years
5. Complete at least one college course (AP, Dual Credit)

6. ACT ready in 3 of 4 areas or SAT ready in 2 of 2 areas.

**Temporary Revisions to Premier Scholars requirements due to Covid related issues will apply only to community service and activities/sports. The requirements for GPA and SAT scores will remain the same.**

Revisions:

- *The class of 2022 will need to earn 50 hours of community service versus the normal 80 over four years.*
- *The class of 2022 will need to have 6 activities/sports versus the normal 8 in four years.*
- *The classes of 2023 and 2024 will need to earn 60 hours of community service versus the normal 80 over four years.*
- *The classes of 2023 and 2024 will need to have 6 activities/sports versus the normal 8 in four years.*
- *Beginning with the class of 2025, the community service and activities requirements will revert back to the original 80 hours of community service and 8 activities/sports over four years.*

## **SCHEDULE CHANGES**

The master schedule is built based on course selections students make in the spring. Staffing, textbooks and equipment needs are determined based on student course selections.

- No course changes will be approved up to two days after the beginning of the school year. The only exception to this policy is if there exists a valid academic need to adjust a student schedule. A valid schedule change would be for specific academic reasons such as failure of a course, an IEP accommodation, etc
- Schedules will not be changed for personal reasons or conflicts.
- The counselors will review requests and meet with the principal to make a recommendation. The counselor will inform the student of the decision.
- It is extremely important for students to review their course selections with their parents and make sure they are aware of the requests.

## **SCHOOL INTERVENTION PROGRAM**

Oregon High School will provide a school intervention program for students requiring additional support. Supports include, but are not limited to, assistance with making up missed assignments, re-testing, or a space for students needing a break from a class period. All school policies, including the school-wide cell phone policy, will be implemented in the School Intervention Program. Students unable to manage behaviors in the classroom will be sent to the office.

## **SEX EDUCATION INSTRUCTION**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

## **OHS SILVER SERVICE PROGRAM**

Oregon High School sponsors and administers a program that helps teach students the value and personal satisfaction derived from public service.

To be eligible for Silver Service Cord honors, students must complete 400 total service hours prior to their projected graduation dates.

When students have completed 400 hours of service during their high school career, they will be eligible for the Silver Service Cord worn with distinction at their commencement ceremony. Volunteer service may include, but is not limited to:

*hospitals, local nursing homes, animal shelters, community clean-up/ beautification, peer tutoring, coaching, working concessions, park district teams, etc.*

Silver Service hours are only awarded when the time volunteered is determined to be a benefit to the community, community members or student body. Volunteers striving for the Silver Service Cord will not receive service credit under the following circumstances:

- If you are paid for services rendered
- You receive course credit for hours volunteered
- You performing court-ordered community service
- You help family members with family projects
- All of your hours are for a single activity

Volunteers must document all work and get the signature of the supervising adult on an official Silver Service form, available in the high school office.

If you question the validity of a service request, check in the office BEFORE accepting the job.

To receive Silver Service hour credit, hours MUST be filed in the high school office during the semester in which you volunteer. No exceptions. Requests for student volunteers and SS hour totals are posted in the main office. Silver Service Guidelines appear on the Silver Service documentation form

## **SCHOOL SONG (LOYALTY)**

We are the red and white of Oregon  
And we will raise our colors high  
Stand up and give a cheer for Oregon  
Let the team hear our battle cry, Rah! Rah!  
Oh, we will fight, fight, and fight for Oregon  
And we will win, win, win this game  
For as the Hawks go striking down the field/floor  
We will cheer them on to fame.

## **STANDARDIZED TESTING**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

SAT, PSAT 10, PSAT 8/9, Illinois Science Assessment

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## **STUDENT LOCKER PROCEDURES**

Students who wish to request a locker may do so in the main office. Oregon High School reserves the right to inspect the contents of all hall and locker room lockers. The school further reserves the right to remove from lockers anything prohibited by school rules or found to be detrimental to the school.

- Oregon High School is NOT responsible for lost or stolen items in the lockers.
- Locker combinations will be issued at the time of locker assignment.
- Every student will be assigned a lock. The lock is each student's responsibility. If the lock is lost or stolen, there will be a \$7.00 replacement fee.
- Students must use the lock(s) assigned by the school.
- Only one student will be assigned to a locker, as the situation warrants.
- Students are not to share lockers.
- Locker changes after the original assignment must have administrator approval.
- Lockers are to be kept locked at all times.
- Lockers not functioning properly or lockers damaged in any way should be reported immediately to the main office.

### **STUDENT WITHDRAWAL PROCEDURE**

Whenever a student withdraws from school for any reason, the student will report to the guidance office and secure a withdrawal form. The student will then report to each teacher in turn to turn in their books, pay any fines, dues, etc. and then return the completed form to the office for final settlement. Should the textbook be damaged in any way, the student will be charged by the main office.

It will be up to the teacher to check the student out of his/her course and indicate any monies due on the withdrawal sheet. No student will be cleared through the office until cleared through all their teachers and classes.

If a student enters during the first semester, the full fee is charged. If the student enters school after the first semester, ½ the fee is charged. Refunds will be handled on the same basis. No refunds will be given to any student who drops out of school who does not transfer to another school.

### **OREGON HIGH SCHOOL CODE OF CONDUCT**

**Leadership teams at OHS are working on finalizing a mission regarding attendance. It will be added here, but will not impact policy approval in any way.**

### **BOOK BAGS/PURSES/DUFFLE BAGS**

Students may use a "string bag" or a backpack during the school day. If a teacher feels a backpack is too large for the class, then it must be approved by administration for the student to continue using it.

## **BUILDING CONDUCT**

Students shall not arrive at school before 7:45 a.m. when doors open unless an appointment has been arranged with a teacher or a student is enrolled in an Early Bird Classroom.

The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.

## **SCHOOL DRESS CODE & STUDENT APPEARANCE**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Students who wear hats or headwear of any kind that is disruptive to the learning environment or is providing a barrier to student learning will have that privilege revoked by administration.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing that is poorly fitting or showing undergarments may not be worn at school.
- The length of shorts or skirts and the coverage of tops must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

## **CHEATING AND/OR PLAGIARISM**

Using the guidelines established by the Modern Language Association (MLA), students must provide documentation for the following in their academic work: charts, diagrams, graphs, direct quotations, examples and anecdotes, paraphrased information, statistics, and any information not considered common knowledge. If you find the same information in at least three sources, consider it common knowledge. You need to document common knowledge information only if you include a direct quotation.

Cheating is defined as either giving or receiving school assignments for the purpose of copying someone else's material.

Plagiarism/cheating are considered to be academic theft and will not be tolerated in any class. In all cases, a discipline referral will be written and will be placed in a student's cumulative file. Students will receive an office referral with specific classroom consequences that could include:

- A "0" on the assignment, project or test
- Requiring the student to re-do the assignment
- Conferences with the student and parents to establish behavior goals and subsequent consequences if incidents are repeated or goals not met
- Other appropriate consequences

\*Please note the plagiarism policy for students enrolled in dual credit classes who have paid tuition for college credit will be governed by the plagiarism policy of the school awarding the credit.

### STUDENT BEHAVIOR SUPPORT AND INTERVENTION

Prohibited Behaviors/Violations	Positive Behavior Supports	Intervention Options
<b>Tier 1</b> Dress Code Violation Inappropriate Language Tardy to school/class Cell Phone Violation Technology Violation Public Display of Affection	Established School-Wide expectations Teaching of Expectations Classroom Morning Meetings Classroom Management Practices Leader in Me Programming Recognition Programming	Student Conference Parent Collaboration Restorative Circle Lunch, Before/After School, or Wednesday Detention Technology Turn-In Remediation of Unacceptable Behaviors Restorative Circle
<b>Tier 2</b> Cut Class Reoccurring Tier 1 Behaviors Inappropriate Bus Conduct Cheating and/or Plagiarism Truancy	Intervention Center Check-in/Check-Out Mentoring Programs Group Counseling Teacher/Parent Collaboration	Student Conference Parent Collaboration/Conference with Teachers Restorative Circle Lunch, Before/After School, or Wednesday Detention Remediation of Unacceptable Behaviors Withholding of Privileges Truancy Referral Bus Suspension

<p><b>Tier 3</b>  School Violence Threat  Vandalism  Gang Activity/Affiliation  Bullying/Harassment  Teen Dating Violence  Fighting  Sexual Assault  Theft  Possession of Illegal Substances  Reoccurring Tier 2 Behaviors</p>	<p>Intervention Center  Functional Behavior Assessments  Individual Behavior Plans  Individual Counseling  Teacher/Parent Collaboration</p>	<p>Student/Parent Conference with Teachers  Individual Restorative Meetings  Restorative Circle  Cease and Desist Conference  Lunch, Before/After School, or Wednesday Detention  Remediation of Unacceptable Behaviors  Withholding of Privileges  Truancy Board Review  In-School Intervention  Suspension  Alternative Placement  Expulsion</p>
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Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the

brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

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

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

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at

any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

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

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

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

### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

### **Corporal Punishment**

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

## **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

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

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

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

## **Gang & Gang Activity Prohibited**

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

## **Re-Engagement of Returning Students**

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

credit.

## ATTENDANCE INTERVENTIONS

### Unexcused Tardy to School (to first hour):

1st - 3rd Tardy	Electronic Warning
4th - 5th Tardy	Conference with Dean
6th Tardy	Team/Student Circle
7th Tardy	Parent/Team/Student Circle
8+ Tardy	Tier 3 Intervention

### Unexcused Tardy to Class (after first hour):

1st Tardy	Electronic Warning
2nd Tardy	Conference with Dean of Students
3rd Tardy	Team/Student Circle
4th Tardy	Parent/Team/Student Circle
5+ Tardy	Tier 3 intervention

### Cut Class Period:

1st - 3rd Cut Period	Detention, Conference with Dean, Parent Collaboration
4+ Cut Periods	Parent/Team/Student Circle,, Attendance Plan Created, Tier 3 Intervention

### Truancy:

All cases	Parent collaboration with School Team Communication with Truancy Officer (if on caseload) Utilize Tier 2 and Tier 3 interventions
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Attendance interventions will reset at semester.

## IN-SCHOOL INTERVENTIONS AND SUSPENSIONS

Period or daily in-school interventions may be applied for students requiring time away from the classroom setting for a specific period of time. In-school interventions or suspensions will take place to redirect inappropriate school behaviors, support the social and emotional well-being of students, and/or to support off-track students academically.

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

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or

perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

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

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

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

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

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

### **Complaint Managers**

Mr. Turffs, Counselor

[jturffs@ocusd.net](mailto:jturffs@ocusd.net)

815-732-5300 x1118

Ms. Cremeens, Dean of Students

[scremeens@ocusd.net](mailto:scremeens@ocusd.net)

815-732-5300 x1115

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.<sup>3</sup>

## **SEXUAL HARASSMENT AND TEEN DATING VIOLENCE**

### **Sexual Harassment Prohibited**

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

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

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

### **Teen Dating Violence Prohibited**

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

### **Making a Complaint**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the

student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

### **Complaint Managers**

Mr. Turffs, Counselor

[jturffs@ocusd.net](mailto:jturffs@ocusd.net)

815-732-5300 x1118

Ms. Cremeens, Dean of Students

[scremeens@ocusd.net](mailto:scremeens@ocusd.net)

815-732-5300 x1115

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

## **CAFETERIA RULES**

### **Lunch Rules**

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

### **Cafeteria Rules**

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures or restorative consequences in the cafeteria.

## **FIELD TRIPS**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or

guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

## **ACCESS TO SOCIAL NETWORKING PASSWORDS AND WEBSITES**

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.

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

## **STUDENT USE OF CELLULAR OR RELATED DEVICES**

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, during passing periods, and during the student's lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1st Violation: One Day Office Turn-In, Parent Communication

2nd Violation: One Day Office Turn-In, Parent Communication

3rd Violation: One Day Office Turn-In, Parent Conference Scheduled, or other decisions as determined by school administration.

This will reset at semester.

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.

## **ADDITIONAL INFORMATION REGARDING CONSEQUENCES AND STUDENT RIGHTS**

### **OUT OF SCHOOL SUSPENSION**

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

#### **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 for those days or the weekend following a suspension. 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.

Discipline of Special Education Students: 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.

The Alternative to Suspension program will be utilized as frequently as possible for a substitute to student suspension. Program details and referrals will be handled by school administration.

### **RE-ENGAGEMENT OF RETURNING STUDENTS**

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

Parents are required to be present with their child to the re-entry meeting on their first day returning from an assigned period of exclusion. A student may *not* return to school until a parent can be present for this re-entry meeting. Any days missed leading up the meeting after the exclusion was served will result in unexcused absences. An administrator may make accommodations to this policy for special situations.

### **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.

## **EXPULSION BY THE BOARD OF EDUCATION**

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

### 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.

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.

## **RESTORATIVE PRACTICES**

Administration at Oregon High School will utilize restorative practices when appropriate. These strategies may be in place of or in addition to typical school consequences for handbook violations. Restorative sessions aid in responding effectively to wrongdoing, restoring relationships, and building community.

## **SCHOOL SERVICE PROGRAM**

The School Service program is an alternative disciplinary agreement between a student, his/her parents, and school administration. It involves a student performing an assigned service for the school. Assignment to this program is at the sole discretion of OHS administrators. The following procedures and rules shall be followed:

- School officials shall determine service projects needing to be done.
- Students assigned to school service projects shall report to the location at the prescribed time with the contact person requesting the work
- The student shall schedule a time to complete the work with the contact person
- If the student does not satisfactorily complete the project within the time limits agreed to, he/she will be suspended out of school from one (1) to four (4) days, depending upon the severity of the original offense.

Note: The school assumes no responsibility for injuries or damage to property related to school service project activities

## **SOCIAL SUSPENSION/LOSS OF PRIVILEGE**

A student may be given a social suspension or loss of privilege (LOP) notification per administrative decision due to handbook infractions and/or failure to serve pending consequences. Social suspension and LOP will be determined on a weekly basis with an opportunity for multiple weeks to be assigned during a semester.

Tier 3 infractions may result in social suspension or LOP as assigned by administration

Students who are under a social suspension for a specified period of time could face suspension for activities such as, but not limited to:

- Evening school activities (where the student attends as a spectator, not as a member of the team)
- School dances, including homecoming or prom
- Club field trips (not related to a classroom graded assignment)

Students athletes who have outstanding detentions due to skipping will be ineligible to practice with their team until their assigned consequences have been served. Students will still be able to attend/participate in games per coach decision.

Students may earn back privileges with service hours, counseling hours, and tutoring per a contract with administration.

## **SCHOOL RESOURCE OFFICER/POLICE – SCHOOL INTERACTIONS**

The school administration and staff will work cooperatively with law enforcement officials toward maintaining a safe and orderly school environment. Oregon CUSD #220's School Resource Officer (SRO) Program is a joint program between the Oregon Police Department and the Oregon School District, which provides a full-time officer for all of the Oregon schools, K-12. The purpose of the SRO is to build relationships between law enforcement and the school and to create and maintain a safe learning environment for the schools students, teachers, staff and daily visitors. The officer will provide assistance with investigations related to the Oregon Schools and will work with school staff on enforcing the guidelines laid out in the schools' student handbooks. The SRO can also provide law-related education within the classroom. The SRO has an office at Oregon High School and is available for meetings with any parent, teacher, or student in any of the Oregon Schools.

### **Sharing of Information: Criminal Activity by Students**

In accordance with the Illinois School Code, 105 ILCS 5/10-20.14, the Illinois State's Attorney's Office, through its Probation Department, shall notify the principal or her/his designee of all students who are placed on probation by the Juvenile Court. School officials shall provide probation officers with all information requested regarding these students' attendance, discipline and academic progress. In addition, officers of the court may share other information regarding juvenile offenders with the principal or his/her designee if it is felt that the information is for the offenders' welfare. Any information shared in this manner will be strictly confidential.

- 1) The SRO and law enforcement officials will share with the principal and/or his/her designee, information on all students 17 years of age and older who are arrested for felony offenses or other offenses which may have an impact on the operation of the school.
- 2) School officials will share, with the SRO and necessary law enforcement officials, information regarding student actions on campus which may be considered violations of the criminal code. Specific instances where student actions will be reported are noted throughout the student code of conduct elsewhere in this handbook. In addition, the principal or her/his designee may share other information with law enforcement agencies which she/he feels may be useful in the investigation of criminal activities.
- 3) When the SRO or law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or his or her designee will be present when possible. An effort will be made to contact the parent/other adult having custody of the child so they may be granted an opportunity to be present or conferenced in via phone during any SRO questioning

occurring in cooperation with school administration. This step may be bypassed prior to a student being taken into custody of the SRO in crisis or emergency situations.

4) If custody and/or arrest are involved, the principal will request that all procedural safeguards, as prescribed by law, will be observed by the SRO or other law enforcement officials.

5) Students are authorized to be on the school grounds only while attending classes or school sanctioned activities and events. Students detained by the SRO or other law enforcement officials while on school grounds without permission, or while committing illegal or unsanctioned acts, shall be subject to arrest and/or school disciplinary action.

6) When deemed necessary, the following school staff members shall be authorized to sign complaints with law enforcement officials on behalf of the school district: Superintendent, Principal, Associate Principal/Dean of Students, and Athletic Director.

7) The SRO will work with schools to assist with investigations, searches (including those in which trained dogs are used), emergencies, crowd control, and other situations. During such times, the school administration shall remain in charge. The SRO or other officers shall be considered "agents" of the school, offering assistance as requested. During emergency situations, the administration may request that the officer(s) take charge.

## **SRO ROLE IN THE SCHOOL SETTING**

When the SRO assists in activities that are initiated by school employees and are in an effort to apply the school's code of conduct, the SRO will act in an educator-support mode. Under the direction of a school official, the SRO may join the team of specialists that work together to achieve the education mission. These tasks may include enforcing the code of conduct and referring serious violations for SRO direct intervention. In cases of direct SRO interventions, every effort will be made to first contact a parent/other adult having custody of the child. Questioning from an officer regarding a possible crime committed will not occur without parent permission, parental conference, or with a parent/assigned parent-representative present. This step may be bypassed prior to a student being taken into custody of the SRO in crisis or emergency situations.

## **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 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.

## **OREGON CHEMICAL USE POLICY**

Oregon School District #220 believes the health and well-being of students is of vital importance. Our primary goal is to educate “the whole person” within a safe, caring and supportive learning environment.

Oregon School District #220 recognizes that the use of alcohol and other illegal and inappropriate chemical substances is a serious problem in our society. Use of these chemical substances may impair physical, mental, social and emotional development in children and adolescents. A young person’s chemical use can have lifelong consequences, compromising development as a “whole person”. Furthermore, chemical dependency is a chronic, progressive and life-threatening disease characterized by denial, and children and adolescents become addicted more quickly than adults. Consequently, we strongly believe that our students should not use alcohol or other illegal or inappropriate chemical substances.

Accordingly, appropriate consequences for behavior shall be an integral part of our educational program.

The Oregon School District #220 Board of Education is committed to sharing with parents and the school community the responsibility of dealing with these serious chemical use issues. Therefore, the Board of Education shall assume the responsibility of monitoring the development and implementation of appropriate programs by the school district’s administration and staff.

### **ADMINISTERING THE POLICY**

In response to the school board policy above, the administration at Oregon High School will impose the following consequences with the sole intent of providing a healthier and safer school environment for our students.

“Look-alike” drugs mean a substance, other than a controlled substance, which by overall appearance including shape, color, size, markings, or lack thereof would lead a reasonable person to believe that the substance is an illegal drug. Furthermore, if a person expresses or implies a substance to be a drug and/or is distributing a substance in a way which would lead a reasonable person to believe it is an illegal drug, it will be treated the same as the use/possession/distribution of an illegal chemical substance. Over-the-counter and “look-alike” drugs which are used in an inappropriate manner will be treated the same as the use of illegal chemical substances.

“Use” means use before as well as during school or any school-sponsored activity.

“Inappropriate chemical substances” include look-alikes, inhalants, or any mood-altering chemical which has harmful physical, mental or social consequences.

“Possession” is defined as on a person, in a book bag/purse, in a locker, or in a car.

“Paraphernalia” includes but is not limited to rolling/wrapping papers, pipes and any other device used for the ingestion of an inappropriate chemical substance.

A student’s participation in a drug education program or submission to a professional chemical dependency evaluation will not become part of his/her permanent record.

Parents/students are responsible for the cost of a drug education program, any drug screening, professional chemical dependency evaluation, and follow-up on recommendations from the evaluation.

If a parent conference is necessary pursuant to a violation of this policy, a student may be excluded from school attendance until the conference can be held.

**Use/possession of alcohol, other illegal/inappropriate chemical substances, paraphernalia for drug use or look-alike drugs on the way to and from school, at school, on any school property, anywhere during school hours, or at any school activity, will result in:**

- 1) 1<sup>st</sup> Offense: Suspension, Referral for Counseling Evaluation
- 2) 2<sup>nd</sup> Offense: 10-day out-of-school suspension and possible school board hearing to consider expulsion.
- 3) The Oregon Police Department will be contacted for all offenses.

**Sale/distribution of, arranging for the sale/distribution of, or intent to sell/distribute alcohol, other illegal/inappropriate chemical substances, paraphernalia for drug use or look-alike drugs on the way to and from school, at school, on any school property, anywhere during school hours, or at any school related activity, will result in:**

- 1) Suspension and possible school board hearing to consider expulsion.
- 2) The Oregon Police Department will be contacted for all offenses.

Chemical use violations will accumulate throughout a student's high school career.

If a student is suspected of violating school rules and concealing prohibited items, the student is subject to search. In all cases of violations of the student chemical use policy, police will be notified.

## **EXTRA-CURRICULAR 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

### **Academic Eligibility for Extracurricular Activities**

A student wishing to participate in extracurricular activities must maintain his/her academic eligibility. For IHSA sanctioned activities, a weekly check on the student's academic progress will be made. The student must be passing six out of seven classes to be eligible for competition. Also for IHSA sanctioned activities, the student must have passed six (6) classes from the previous semester to be eligible to participate in competition for the following semester. (Note: This standard does not apply to incoming freshmen students.)

It is at the coach's discretion as to allow students who are declared ineligible at the weekly check to travel with the team to out of town contests/events held on nights prior to school being held the next day (i.e. typically Sunday-Thursday)

### **Student Athlete Concussions and Head Injuries**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

A copy of the Return-to-Play protocol can be obtained at the Athletics or Trainers Office. Return-to-Learn protocols can be located from the nurse's office.

### **Big Northern Conference**

MISSION STATEMENT: The Big Northern Conference believes in the ideal of good sportsmanship. The values of good citizenship and high behavioral standards apply equally to all activities. The Big Northern Conference defines good sportsmanship as an understanding of commitment to fair play, ethical behavior and integrity.

### **ACCEPTABLE BEHAVIOR**

- 1) Applause during introduction of players, coaches, and officials
- 2) Shaking hands with opponents while both sets of fans recognize players' performance with applause;
- 3) Accepting all decisions of game officials

- 4) Cheerleaders leading fans in positive support
- 5) Handshakes between participants and coaches at the end of contests, regardless of the outcomes
- 6) Treat competition as a game, not a war
- 7) Coaches/players search out opposing participants to recognize them for outstanding performance or coaching
- 8) Applause at the end of the contest for performance of all participants
- 9) Everyone showing concern for an injured player, regardless of team
- 10) Encourage surrounding people to display only sportsmanlike conduct
- 11) During the National Anthem, stand facing the flag, remove caps and hats, join in the singing or remain silent, and applaud upon conclusion.

#### **UNACCEPTABLE BEHAVIOR**

- 1) Disrespectful or derogatory yells, chants, songs, or gestures
- 2) Booing or heckling an official's decision
- 3) Criticizing officials in any way; displays of temper with an official's call
- 4) Yells that antagonize opponents
- 5) Turning backs to opponents during their introduction
- 6) Holding newspapers during opponents' introduction
- 7) Refusing to shake hands or give recognition for good performances
- 8) Blaming the loss of the game on officials, coaches, or participants
- 9) Laughing or name-calling to distract an opponent
- 10) Use of profanity or displays of anger that draw attention away from the game
- 11) Use of noise makers, whistles, compressed horns, cow

bells

- 12) Throwing of objects- coins, pop containers, papers, etc.
- 13) Being on the premises of a contest while under the influence of alcohol or illegal substances;
- 14) Unauthorized entry into any contest.

## **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, Dance/Poms, Football, Golf, Marching Band, Soccer, Softball, Statisticians, Theatre Productions, Track, Volleyball, WYSE, Wrestling
  
2. Non-Seasonal Activities: Adventure Club, Band, Choir, FFA, Health Careers, International Club, Key Club, Jazz Band, Spirit Squad, Student Council, Yearbook, Class Officers, plus any other 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.

## **Use of Social Media by Students Participating in Extracurricular Activities**

Students participating in extracurricular activities are representatives of Oregon High School. 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.

### **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, including vapor devices.
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.
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 extracurriculars.

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 suspended from Non-Seasonal Activities and/or competitions for 30 participation days. Participation days for Non-Seasonal Activities are days when school is in session. For band and choir, if no state or conference sanctioned event is held within these 30 days, then the student shall be suspended from the next such event.

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 extracurriculars.
- 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 extracurriculars

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.

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 staff 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. RETESTING 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.

#### **I. 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.