

# **Oregon Elementary School Handbook**

**Grades PK-6**



**2018-2019**





Welcome to Oregon Elementary School! This Handbook contains very important information for both families and students, and it would be best to read it over together. It is provided to students and their families to acquaint them with information regarding rules, regulations, procedures, and other relevant information necessary for a safe and effective educational setting and the orderly functioning of the school.

Students who enjoy school and are successful in that environment are those individuals who put effort into their learning. Families are able to support the policies and expectations of the school and help their children by discussing with them each day what they have done at school and what assignments they have and by providing an environment that helps the children study and perform to the best of their ability.

Learning can be enjoyable for students. We ask that they work hard to do their very best and stay focused on what they are learning. They need to understand the importance of education to life-long learning. The development of a good work ethic and positive attitude, as well as learning important ideas and information necessary to become a productive member of our society, reflect the goals of teachers and families alike.

Good luck! Have a great year!

*\*Highlighted areas reflect updates for the coming year.*

### **Oregon CUSD 220 Mission Statement**

***“The mission of Oregon Community Unit School District #220 is to educate students to be lifelong learners who are productive, responsible citizens.”***



#### **HANDBOOK DISCLAIMER:**

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

The Board’s comprehensive policy manual is available for public inspection through the District’s website [www.ocusd.net](http://www.ocusd.net) or at the Board office, located at:  
206 S. 10th St., Oregon, IL 61061

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

Bryan Wills, President  
Corey Buck Vice-President  
Mary Jo Griffin, Secretary  
Stephanie Haugh, Member

Scott Zimmerman, Member  
Molly Herman Baker, PhD, Member  
Mike Guzman, Member

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

Dr. Thomas D. Mahoney, Superintendent

Mrs. Kelli Virgil, Principal

Mr. Ryan Huels, Assistant Principal

Mrs. Robin Cerveney, Transportation Director

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# **Oregon Community Unit School District #220**

## **Access to Student Social Networking Passwords & 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.

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

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

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

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

The Oregon Community Unit School District Internet Use Policy is considered to be a part of this Handbook, but it is provided separately to families and students. It is very important that you read this addendum to the Handbook and return the signed signature sheet to the office. Signatures of both students and families must be received prior to student use of the Internet at school. The school website is [www.ocusd.net](http://www.ocusd.net).

## **Educational and Personal Rights**

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

## **Emergency Contacts**

It is imperative the school have emergency phone numbers in addition to the families' home and work numbers. The emergency contact should be able to pick up your child if necessary. Phone numbers that have been changed need to be reported to the school office immediately.

## **Emergency School Closing Due to Inclement Weather**

Severe weather sometimes makes it necessary to close school. Families that have registered with the District's AlertNow notification system will receive a phone call and/or e-mail stating that school has been cancelled. In addition, the following radio and TV stations along with the district website can be referred to:

[www.ocusd.net](http://www.ocusd.net)

WRHL (Rochelle) .....1060 AM and 102.3 FM

WREX TV Ch. 13

WSDR (Sterling) .....1240 AM

WTVO TV Ch. 17

WSEY (Oregon) .....95.7 FM

WIFR TV Ch. 23

WIXN (Dixon) .....1460 AM and 101.7 FM

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

## **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 or mailed letter 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.*

## **Equal Opportunity/Gender Equity Policy**

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

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 family status, including pregnancy.

No student shall, based on gender or gender 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

## **Harassment/Bullying**

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

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

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

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

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

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

1. student mediation with counselor or administrator present
2. counseling session(s) with student(s)
3. Discipline referral, which may result in a warning, detention, in-school suspension, school service, suspension, and/or referral to the Board of Education for expulsion depending on the severity of the act.

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

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

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

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

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

#### **Complaint Managers:**

Ryan Huels  
1100 W. Jefferson Oregon, IL 61061  
815-732-5300  
[rhuels@ocusd.net](mailto:rhuels@ocusd.net)

Kelli Virgil  
1100 W. Jefferson Oregon, IL 61061  
815-732-5300  
[kvirgil@ocusd.net](mailto:kvirgil@ocusd.net)

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

## **Health Information**

### **State of Illinois Health Requirements**

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

#### **Preschool**

- New Physical Exam (done no more than 1 year before start of school)
- DPT or TD – at least 3 doses
- Polio- at least 3 doses

- HIB- at least 1 dose
- MMR- at least 1 dose
- Varicella- (Chicken pox) - one dose or proof of having the disease
- Hepatitis B- at least 3 doses
- Pneumococcal vaccine (PCV) – Primary series or 1 dose
- Lead Screening – date & results done any time before Preschool

#### Kindergarten

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

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

- New Dental exam

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

- New Physical Exam (done no more than 1 year before school starts)
- New Dental exam
- Tdap – 1 dose
- Hep B- 3 doses
- Varicella- 2 doses
- Meningococcal- 1 dose

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

- New Physical exam – Sports physical not acceptable
- Tdap – 1 dose, regardless of last TD or DT
- Varicella- 2 doses

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

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

#### **Immunization Requirements for other School-Aged Children\*\***

- DPT or TD- 4 or more doses with the last dose qualifying as a booster and received on or after the 4<sup>th</sup> birthday.
- Tdap – Children entering sixth thru 12<sup>th</sup> grade must show proof of 1 dose regardless of last TD or DT.
- OPV/IPV-3 or more doses with the last dose qualifying as a booster and received on or after the 4<sup>th</sup> birthday.
- MMR-Children entering school at any grade level, K-12 must show proof of having received 2 doses
- HEP. B- A series of 3 injections is required for all students 6<sup>th</sup> grade and older. The first two doses should be no less than 4 weeks apart, and the third dose must be at least four months after the first dose.
- Varicella-1 dose on or after the first birthday for children entering 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup>, or a statement from the physician or health care provider verifying that the child had the disease.

\*\*Immunizations are available through 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. If a student does not have the required health exam and immunizations by October 15<sup>th</sup>, the school must exclude the student from school until such time the student “presents proof of having had the health examination as required and presents proof of having received those required immunizations which are medically possible to receive immediately. During a student’s exclusion from school, the student is unexcused and truancy laws are applicable.



### **Immunization Waivers**

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

### **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 families 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**

Families 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.

### **Illness**

You 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.

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

School guidelines for sending a child home from school early:

- A child will be sent home from school with illness after seeing the nurse or health aide.
- A child is automatically sent home if a fever is present
- If a child has vomited
- Other severe cases

All available phone numbers provided to the school may be used in an attempt to contact **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



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 2<sup>nd</sup> day of school absent from a single case of lice will be an excused absence.

### **Reportable Communicable Diseases**

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.

### **Medications at School**

1. Prescription Medicines – School Policy states that medications may be given to students only upon a *written prescription from a physician and the written request of a guardian*. The green "Consent for Administration of Prescription Medication" form must be filled out and signed by the doctor and the **guardian**.

- Guidelines for sending medication to school:

- The prescription-labeled or original medication container must be sent.

- On the medication container must be written the student's name, doctor's name, date, name of medication, dosage, and the time to be given.

- Prescription medications will be given at school only if truly necessary. Medicines to be given 3 times a day DO NOT need to be given at school.*

- All medications will be kept in the nurse's office unless we receive a doctor's order for your child to carry it. (Example: inhaler for asthma.)

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

- Guidelines for sending medication to school:

- Medicine must be sent in its original container. On the medication container must be written the student's name, date, and dosage to be given.

- All medications will be kept in nurse's office unless we receive a doctor's order for your child to carry it.

### **Medication Consent/Nursing Intervention**

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

## **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the family of the homeless child has the option of either: continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

## **Family Liability for Student Action**

The families 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 families with a bill itemizing the costs as soon as practicable after the event.

### **Non-School-Sponsored Publications - Guidelines for Student Distribution**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

## **Pest Management**

Information on the district's pest management system is available upon request at the district office.

## **Physical Restraint/Corporal Punishment**

Corporal punishment is not used in Oregon CUSD 220. However, school personnel may use reasonable force for self-defense, to protect other persons, and to protect property.

## **Request for Special Education Evaluation**

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

## **Residency Requirements**

State regulations require families to prove they are residents of the school district annually before their children may attend school. Families must provide two proofs of residency at each school their children attend. Examples of proofs are driver's license and copies of either a current utility bill, auto insurance card, or property tax bill.

## **Return to Learn Protocol**

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

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

<b><u>STAGE 1</u></b>	No School Attendance. Emphasize total cognitive and physical rest.
<b><u>STAGE 2</u></b>	Return to school with a reduced schedule with academic accommodations.  <u>Accommodations/Modifications:</u> <ul style="list-style-type: none"><li><input type="checkbox"/> Reduced schedule (half or reduced day)</li><li><input type="checkbox"/> No tests or quizzes</li><li><input type="checkbox"/> Reduced or no homework</li><li><input type="checkbox"/> Extended time on assignments and deadlines</li><li><input type="checkbox"/> Provide copies of lecture notes and historical guidance/examples as needed (situations of memory loss)</li><li><input type="checkbox"/> Limited technology</li><li><input type="checkbox"/> Visual accommodations for light sensitivity</li><li><input type="checkbox"/> No physical education</li><li><input type="checkbox"/> Preferential seating</li><li><input type="checkbox"/> Allow for rest breaks</li></ul>

<b><u>STAGE 3</u></b>	Return to school with academic accommodations.
	<u>Accommodations/Modifications:</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reduced schedule if needed</li> <li><input type="checkbox"/> Modified or reduced tests, quizzes, and homework</li> <li><input type="checkbox"/> Extended time on assignments and deadlines</li> <li><input type="checkbox"/> Provide copies of lecture notes</li> <li><input type="checkbox"/> Limited technology</li> <li><input type="checkbox"/> Visual accommodations for light sensitivity</li> <li><input type="checkbox"/> Limited physical education per doctor recommendation</li> <li><input type="checkbox"/> Preferential seating</li> <li><input type="checkbox"/> Allow for rest breaks</li> </ul>
<b><u>STAGE 4</u></b>	Return to full day of school when symptom free*.
	<u>Accommodations/Modifications:</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> Resume current academic load</li> <li><input type="checkbox"/> Begin Return to Play program</li> </ul>

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

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

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

### **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 Drill Procedures and Conduct**

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

### **Search Procedure**

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects (such as, purses, wallets, knapsacks, book

bags, lunch boxes, etc.) left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

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

### **Sex Offender & Violent Offender Community Notification Laws**

State law requires that all school districts provide families 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**

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

### **Student Records**

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

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

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

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

- 1.The right to inspect and copy the student’s education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
- 2.The right to request the amendment of the portion student’s education record that the family or eligible student believes is inaccurate, misleading, irrelevant, or improper.
- 3.The right to permit disclosure of personally identifiable information contained in the student’s education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or family can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
- 4.The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue. SW  
Washington, D.C. 20202-4605

### **Suicide and Depression Awareness and Prevention**

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information on this can be obtained from the school office.

### **Textbooks and Library Books**

#### **TEXTBOOKS**

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. Any damages that prevent reuse not listed	Up to 100%
8. Torn Page	\$1.00 per page

### **Library Books**

Students will be charged replacement costs plus cataloguing and processing for any lost library book. Weekly statements are given to students reminding them of overdue books or fines. Students have 30 days to return the book before it is marked lost. Lost, overdue, and fine letters are sent home with students. If the book is marked lost, a student has 30 days to return the resource. Once the book has been replaced, no refunds will be issued. If a book is damaged, and the full cost of replacement has been satisfied, that book 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.

Students in grades preschool through grade one can check out one library book for one week.

Students in grade two through grade six can check out two library books for two weeks.

Visiting the library is a privilege, and we want all students to enjoy books that are clean and free of damages. All books are thoroughly gone through, and notes entered into the library catalog explaining any previous damages. All students are told what the notes say as the books are checked out. Please see the library book damage schedule below.

<b>Damages</b>	<b>Fine or Percentage/Total cost of Library Books</b>
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

### **Tip Line**

The district tip-line (732-2226) is intended to provide a method to safely and anonymously report information – either about events planned to occur, or events which have occurred and are being investigated. Whether it is a committed crime, the use of alcohol or drugs, or hazing and intimidation of students; we need to step forward and speak up in order to create a safe community for us and our children. Anytime we can prevent an unfortunate incident from happening, we should do so by calling 732-2226.



# Oregon Elementary School

## Academic Integrity

Students are expected to maintain academic integrity at all times. Any form of cheating shall be a violation of this expectation and may be dealt with using standard disciplinary procedures.

## 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 principals 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.

## Attendance

*Important Note: To report your child's absence from school (Pre-K-6), call **732-5300** at any time before 8:45 A.M. Your call must be received before 8:45 on the day of the absence. Thank you!*

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:

The family of any student in District 220 will be contacted when the student has been absent a total of seven (7) days in the current school year. Following a total of ten (10) days absence, a second notice to attend will be sent in an effort to improve attendance. For students who have been absent for ten (10) or more days in a school year, the school may require a physician's note to be submitted to the office within 24 hours of a student's return in order for these absences to be considered excused. Medical notes must state that the student has been seen by a physician, list the specific days that a student is excused from school, and include the physician's signature. Should a parent or guardian choose not to secure a medical excuse, the absence will be considered unexcused.

Upon a student's third (3) unexcused absence (truancy) during the current school year, the student will be referred to the Regional Office of Education #47 Truant Alternative Program (TAP) for a one-time intervention. Upon a student's fifth (5) unexcused absence (truancy) during the current school year, a full referral will be made to the Regional Office of Education #47 Truant Alternative Program (TAP).

## School Day

Students will line up at 8:03 a.m. to enter the building. The school day will begin at 8:08 a.m. Students may arrive at school before 8:00, but as close to that time as possible. **Supervision is not available before buses arrive, so other**

**students should not arrive before 7:50.** The end of the school day is at 3:11 p.m. All students will be dismissed at 3:11. (Please see Reporting Procedures section for details regarding student arrivals and departures.)

Oregon Elementary School			
Regular Schedule		9:45 a.m.	late start
1st Period	8:15 - 8:57	2nd Period	9:30 - 9:42
Homeroom		Homeroom	
2nd Period	9:00 - 9:42	3rd Period	9:45 - 10:27
3th Period	9:45 - 10:27	4th Period	10:30 - 11:12
4th Period	10:30 - 11:12	5th Period	11:15 - 11:57
5th Period	11:15 - 11:57	6th Period	12:00 - 12:47
6th Period	12:00 - 12:47	7th Period	12:50 - 1:32
7th Period	12:50 - 1:32	8th Period	1:35 - 2:17
8th Period	1:35 - 2:17	9th Period	2:20 - 3:02
9th Period	2:20 - 3:02	Homeroom until dismiss	
Homeroom until dismiss			

### **Pre-school**

If you bring your pre-school child to school, please wait outside with him/her until the buses arrive and the teacher or aide comes to get the other children off the bus. In case of bad weather, wait in the hallway outside the classroom. If you arrive after class has started, sign in at the main office, walk your child into the classroom and let the teacher know that your child will be in class.

### **Reporting Procedures**

Procedures for reporting an absence include a **telephone call** (or note or personal contact) **by 8:45 a.m. the morning of the absence.** If a call or other communication is not received by 8:45 a.m., the school will attempt to contact the family. However, in that case, since family notification was not received, the absence will be considered unexcused. **Call the Attendance Line at 732-5300 to report an absence.** A voice mail answering service is in operation every night and until 8:45 a.m. the following morning to receive attendance calls for your student. If it is known in advance that a student will be absent, notify the office at least one day in advance (in writing).

Any time a student leaves the building for an appointment, etc., he/she needs to **check out** by stopping in the office. Likewise, students coming late from an appointment or for any other reason need to **check in** at the office. Failing to do so may result in an unexcused absence.

### **Reporting absences for Grades 3-6:**

Students not in attendance because of illness for at least a half-day (150 minutes of instruction) will not be permitted to participate in extracurricular activities, such as band or music concerts. If a student has participated without having met the attendance requirements, consequences will be left up to the director or person in charge.

### **Types of Absences**

#### **Excused:**

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

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

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

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

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

### **Unexcused:**

Examples of unexcused absences are as follows:

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

A family's call without a reason will make the absence unexcused. If the reason for the absence is not excusable (i.e. shopping, sleep, babysitting, car problems, etc.), an unexcused absence may be appealed to the principal, whose decision will be final. **Refer back to page 16 for more information regarding the accumulation of unexcused absences.**

### **Home and Hospital Instruction**

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

### **Homework Requests for Absences**

If a family wishes to have homework collected, this request may be made during the 2<sup>nd</sup> day of an absence call before 8:45 a.m. that morning. Arrangements should be made for homework to be picked up after school, between 3:00 p.m. and 3:30 p.m.

## **Assessment**

Assessment includes both formal and informal methods including written work such as essays and math problems, anecdotal notes/checklists from observations made by teachers, selected response such as multiple choice, performances/demonstrations, and other methods that evaluate student learning (knowledge, reasoning, skills, and products). Students will receive a Grade Report at the end of each Quarter. Grades may be interpreted as follows:

## **Grades PK-6**

Grades in PK-6 are standards based and do not necessarily reflect percentage of work completed correctly. An explanation of the skills/standards is made clear on the report cards

1-Beginning

2- Approaching Standards

3- Meeting Standards

4- Exceeding Standards

"S"- Satisfactory

"U"-Unsatisfactory

"I"-Improvement shown

Final cumulative grades for the year will remain on students' permanent records. Students who do not do the work assigned and those who put little effort into their schoolwork risk failure. The ultimate decision to retain a student in a given grade level is made by the professional staff of the school. There is no social promotion in Oregon C.U.S.D. # 220.

## **Bicycle Regulations**

If students choose to ride a bicycle to school, the regulations below must be adhered to.

1. Obey traffic laws and school safety regulations
2. Dismount and walk bicycles while on school grounds
3. Ride single file
4. Ride one on a bicycle
5. Keep your bike on the rack
6. Remove only one's own bicycle from the rack

## **Breakfast/Lunch Procedures**

It is the policy of the Food Service Department of the Oregon Community School District to recognize the family's responsibility to provide a lunch for their children either by sending a cold lunch from home or assuring they are provided with lunch money on a daily basis. Proper nutrition is essential for learning to occur. All meals served by the Food Service Department of the Oregon Community School District comply with the U.S.D.A. guidelines for the National School Lunch Program. Breakfast is provided from 7:45-8:00. Students that qualify for the free lunch program will receive a free breakfast. Students that received a reduced price lunch will also receive a reduced price breakfast.

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 eFunds, an online payment system. No cash is accepted in the lunch line. Payments must be made through the school office or online.

K- 6 Grade – Lunch/Breakfast money is collected by teachers in the classroom and taken to the office for deposit. 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 the students' schools and the amount for each student on the envelope.

Funds received after 10:00am will be credited to the next day. NOTE: All balances from the end of last year will carry over to the next school year. Balances will also follow students as they move to a different building in our district. Refunds will only be given upon graduation or if you move from the District. E-Funds – Payments for student meal accounts may be made online through a service called e-funds. By going to the school district's website, [www.ocusd.net](http://www.ocusd.net) and selecting Make/View lunch payment, you may make meal payments for all your students with a credit card or a bank account transfer from your checking account.

\* If you are new to the system, you will need your student's ID number. It may be obtained by calling the Food Service Director at 815-732-5300.

### **Charging Policy O.C.U.S.D**

*If a student's account balance does not have sufficient funds to purchase a meal, the student will be allowed a maximum of \$5.50 in meal charges (two lunches). When students exceed the \$5.50 meal charge they will not be able to charge food but will be provided an alternative meal. An alternate meal consists of a cheese sandwich, carrot sticks, and milk. Alternative meals will be given for a period of 5 days or until the charge is paid. After which time, it is the parent/guardian responsibility to provide a sack lunch for the student. No charging is allowed at the OHS Ala Cart line.*

Free and Reduced Price Meals Applications for free and reduced price meals for each school year will be available four weeks before the start of the next school year at [www.lunchapplications.com](http://www.lunchapplications.com) (sometime in mid-July- 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. For Grades K-6: Fast food purchased at local restaurants may not be delivered and or consumed in the school cafeteria. Soft drinks for this age group also may not be brought or consumed at lunch. Thank you for helping make this program most effective by following these guidelines.

## **Curriculum**

Students at Oregon Elementary School receive instruction in Reading, English, Mathematics, Social Studies, Science, Music, Art, and Physical Education. Digital Literacy and Keyboarding courses are also provided for first through sixth grade students. Band and chorus are available to fifth and sixth grade students. Special Education and Title 1 services are also available for students who are identified through assessment and diagnosis.

Each wing has a media center which is a very important learning resource and is used extensively. Computers are available for student access to library holdings and the Internet, as well as word processing and other software applications. Hands-on activities are encouraged and many types of audio/visual equipment and materials are also utilized to aid student learning.

Families of any student may review curriculum documents or any instructional materials used in the schools. Please contact the teacher or principal if you wish to see any of this information.

## **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

### **Family Concerns**

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

### **Field Trips**

Field trips are an important component to a child's education and are considered part of the school day. These trips are designed for OES students. When families attend as chaperones they should refrain from bringing siblings. Students will be bussed to and from field trips using district transportation. If the field trip concludes at the end of the school day, families who attended the event as chaperones may sign out their child in writing and transport him/her home if they wish. Students may ride home only with a family member. Any other special transportation request must be approved by the school principal in advance of the event.

### **Homeroom Assignments**

It is the policy of the Oregon School District that families may not request individual teachers for their children. Placement decisions are made by the professional staff. Should you wish to discuss what learning environment is most appropriate for your child, please contact the principal *before* registration for the new school year. Students are assigned to homerooms either at random or on the basis of scheduling requirements. Homeroom assignments are subject to change at any time by the administration. Families will be notified of any assignment changes for their student.

### **Lockers**

Students will be assigned lockers (or cubbies PK-2) for their coats, books, etc. Students in Grades 5-6 will have an assigned combination lock. Students must be responsible for the secrecy of their own locker combinations. Two circumstances provide an opportunity for items to be stolen from lockers: (1) the locker was not locked; or (2) the student gave someone else his locker combination. Locker assignments and combinations will be handed out either at registration or by each teacher on the first day of school. Instructions on using the combination lock will be provided by school staff. Students are to keep their belongings in their assigned locker and may not use any other locker at any time. Lockers are jointly accessible to the student and school officials and may be subject to search at the discretion of school officials. (see page 8.) Students may **NOT** bring their own personal padlocks for use on school issued lockers.

No food other than sack lunches is to be kept in any locker. Special treats should be arranged with the teacher in advance.

### **Parking and Student Arrivals/Departures**

Parking is available in the Blackhawk Center lot (rows 2-5) and at various locations on Jefferson Street and Koontz Place before and after school. *Non-bus students should arrive at school no earlier than 7:50 a.m.* and leave immediately after dismissal. Families **must not** drop off or pick up students in the crescent shaped bus lane directly in front of Oregon Elementary School or at the service entrance to the north. When visiting, picking up, or dropping off students, you may park in the VIP spots off of Hawk Drive. Please do not enter the hallways when bringing your children to school in the morning. If you need to speak with a teacher, please schedule an appointment. Students and families crossing the street in these areas must use the crosswalk. Some families have also found it convenient to park

along Koontz Place with the new walkways there.

**Field Trip/School Event Parking** – For families attending a school event or field trip during the school day, please park your car in **Rows 2-5** at the Blackhawk Center. The Oregon Park District has set aside these rows for this purpose. Other rows have assigned parking for employees or students and are patrolled by the Oregon Police. To avoid a ticket, please make sure you park only in the above rows which are clearly marked on the pavement.

**NOTE:** For security reasons, families are to please wait outside when picking up their children at the end of the day. Families should wait on the south side of Jefferson Street across the street from the school.

## **Physical Education**

Elementary students in Grades K-6 participate in Physical Education multiple times each week. Gym shoes are required for all students and should be left at school for this purpose. A doctor's note is required to excuse a child from P.E. for more than one day (see p. 8 of handbook).

### **Exemption From Physical Education Requirement**

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

## **Playground/Recess**

Children will generally go outside for recess at lunch. In the wintertime, children will go out unless the temperature or wind chill is below zero or the playground surface is considered too dangerous (ice, water, mud, etc.). Children must be properly dressed to play in the snow. This attire requires boots, snow pants, coat, mittens or gloves, and a hat or hood. A doctor's note is required for a child to be held out of recess.

At recess, students are expected to adhere to the following rules:

- Obey supervisors and show respect at all times.
- Abusive/foul language, harassment/name calling, and bullying will not be tolerated.
- Keep away from bicycles, cars, parking areas, and the bus traffic lane.
- Stay on the sidewalks or blacktop when the ground is muddy and during rainy weather.
- No food is allowed on the playground.
- Tackling, pushing, shoving, grabbing, and kicking are not allowed.
- No throwing snowballs or playing "King of the Mountain" games. Running and sliding on ice is dangerous and not allowed. Leave snow and ice on the ground!
- During inside recess, students should go directly to their assigned location and be seated with an appropriate game, book, homework, or other approved activity.



## **Prohibited Items**

### **(not to be brought to school)**

Alcohol	Lighters/matches	
Boxcutters/blades	Lookalike drugs	Skates of any kind (including “heelies”)
Cameras	Lookalike or toy weapons	Tape/micro recorders
Candy/Snacks not part of lunch	Permanent markers	Trading cards
Chewing Gum	Pocketknives	Tobacco products
DVD players	Radios/Boomboxes	Toys
Illegal Drugs	Scooters	Weapons
Laser Pointers		

Any other item(s) which may cause distractions or disturbances to the educational environment are prohibited. Items that may be used as a weapon, objects that may endanger the safety of the student or others are also strictly prohibited. Students who bring such items to school will have the item(s) confiscated and may face standard disciplinary procedures. In many cases, families will be called to pick up the item.

NOTE: On occasion, staff may allow certain toys/items to be brought to school for specific activities (show & tell, share time, etc.)

## **Public Display of Affection**

No public display of romantic affection involving physical contact is permitted in the school environment (includes bus/playground).

## **Restricted Items**

**Cellular Phones** - Cell phones may be brought to school provided they are:

- 1) Powered off upon morning arrival on school grounds,
- 2) Kept in lockers between the instructional hours of the day (8:08 a.m. – 3:11 p.m.)
- 3) Kept out of sight until student exit from the building at the end of the day.

*This also applies to watches that double as cellular and/or Bluetooth communication devices.*

*Should the item be seen during the school day, it will be confiscated and brought to the office.* Choosing to not hand over the item to a staff member is not an option and will constitute insubordination. In the event of an emergency, administrators may grant permission to use such items.

**Hand-held electronic devices** – (Personal music systems, iPods, CD players, MP3 players, DS, Gameboys, etc.) These items may be used/listened to on the bus or way to school but will be restricted from use once on school grounds and during school hours. *They should also be kept in lockers/backpacks during the school day.* Should the item be seen during the school day, it will be confiscated and brought to the office.

### **Penalties for misuse of restricted items:**

First offense: Confiscation and warning.

Second offense: Confiscation and family pickup of device

Third offense: One-day suspension and family pickup of device

Cell phones and other electronic devices shall not be used or associated with inappropriate or unlawful activities or to take photographs on school grounds. **All liabilities, loss, or theft of cell phones or electronic devices rest with the student.**

## **Student Attire/Dress Code**

Students are expected to wear appropriate, clean clothing in good condition. Extremes in grooming and dress that violate safety and health or interrupt the educational process are not allowed. Students who do not meet the following guidelines may be required to change their clothing. Families may be contacted.

Following are examples of unacceptable attire:

- Students may not wear caps, visors, or sunglasses in the building. These items may be worn to school but upon entry should be removed. Caps shall be worn straight with the bill facing forward. Sunglasses may not be worn in any manner inside the building.
- Students are not to wear clothing with inappropriate pictures or slogans, clothing promoting use of drugs, alcoholic beverages, disrespect, gangs, obscenity, vulgarity, violence, suggestive messages, or offensive depictions. If there is a question about an item, please contact the principal.
- Short shorts or skirts, halter-type tops, exposed midriff tops, spaghetti strap tops without an over shirt or blouse, tank tops that expose undergarments, tank tops/muscle shirts without an undershirt, bandannas tied around the forehead, chains, or low waist/baggy pants that allow underwear to show, or any other clothing that creates indecency are not appropriate or acceptable at school.
- Appropriate and safe footwear shall be worn at all times. Flip flops, use of shoes with rollers (heelies), high heels, and bedroom or house slippers are unsafe in the school environment and therefore not allowed.
- Pajamas/sleepwear. Pajamas may be worn on special occasions as designated by the school/classroom teacher.
- Clothing that is excessively torn or ripped.

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

1. A request to remove or change the unacceptable clothing, jewelry, etc.
2. Family contact to bring in acceptable clothing.
3. Student sent to in-school suspension if nothing can be done to either remove or replace the inappropriate dress.
4. Any other incident of inappropriate dress may result in consequences ranging from detention to suspension.

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

## **Student Behavior & Discipline**

Any behavior which makes it difficult for other students to learn or for the teacher to teach is not acceptable. Safety and respect are integral to an effective education and expected for students to learn to act as responsible citizens. All are expected to show respect to all at all times. Student behavior across settings includes the following four key expectations:

### **S.O.A.R.**

**Safety First   Oregon Pride   Act responsibly   Respect everyone**

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

The following is from the Illinois School Code, 105 ILCS 5/24-24, Maintenance of discipline:

*"... teachers, other certified educational employees, and any other person, whether or not a certified employee, providing a related service for or with respect to a student shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of families to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their families or families in the absence of their guardians"*

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

Reprimand or warning  
Sitting on bench at recess  
Elimination of recess privilege  
Suspension from school

Temporary removal from class  
Assigned seating at lunch  
Detention  
Expulsion from school for up to one full calendar year

Note: Refusing to do assigned school work is a form of misconduct and will be dealt with using normal disciplinary methods.

Guidelines for students:

1. Treat others the way you would like to be treated
2. Keep hands, feet, and objects to yourself and honor others' personal space
3. Be respectful, polite, and courteous
4. Follow directions the first time

Appropriate student responses to other's misbehavior: 1. Ignore 2. Walk away 3. Ask them to stop 4. Get an adult

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

Suspension is a temporary exclusion from school due to gross disobedience or misconduct. The day(s) missed due to suspension will be considered an authorized unexcused absence(s). 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. Procedure for initiating a review will be explained in the letter informing the parent of suspension. All tests and quizzes must be taken on the day the student returns.
- If a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.
- All students, upon returning from an out-of-school suspension, must meet with his/her guidance counselor for support services or meet the requirements set forth by administration at the time of the suspension.

### **In-School Suspension**

School administration may also assign in-school suspensions to be served in the school facility.

### **Discipline of Students receiving Special Education Services**

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

### **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 school.

*Ref.: Public Act 97-495: Educational Rights of Expelled Students*

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

## **Student Counseling Services**

“Students at Oregon Elementary School have access to individual and group counseling services by school counselors in the Oregon School District. These sessions may be unlimited and confidential unless a family provides written notification requiring family consent for counseling services.” **There will be notices sent home in regards to a body awareness presentation for students in grades 3-6.**

## **Student Deliveries/Treats**

Items such as balloons, flowers, etc. delivered to the school will NOT be delivered to a student's classroom. These items must be picked up by the student in the school office at the end of the day. Therefore, it is strongly recommended to not have such items delivered to the school. Such items as balloons and glass vases cause a hazard for our buses.

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

## **Student supplies (non-toxic)**

K-6 art and craft supplies purchased are non-toxic.

## **Telephone Calls**

Students may use the office telephone only at the discretion of office staff. This permission will normally be given only for school-related emergencies. Please avoid calling with telephone messages for children unless it is a real emergency. Students may check personal cell phones for messages *at the conclusion of the school day once outside of the school building*. (See cell phone policy p.22.)

## **Transportation**

All questions regarding transportation should be directed to the bus garage. The Oregon bus garage phone is 732-5300. A flyer containing the district's bus transportation policy, procedures, and rules will be distributed at registration.

**Pre-school:** Families of pre-school students should refer to the Early Childhood and Small Wonders handbook.

## **Bus Conduct**

Students are expected to follow all the school's policies 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.

## **Unauthorized Entry**

Any person entering or attempting to enter the Oregon Elementary School building without authorization will be prosecuted for trespassing. Persons without "VISITOR" badges will be considered "unauthorized".

## **Visitors**

We welcome visitors to school. In the interest of the safety and security of our students, **it is important that anyone wishing to visit any part of Oregon Elementary School report directly to the office first and register before going elsewhere in the building.** All visitors, including families, will be issued a "VISITOR" badge from the office. **Visitors may not go directly to classrooms.** If you wish to speak with a teacher, call in advance to make an appointment during that teacher's planning period. If you wish to meet with the principal, please call in advance to

schedule an appointment.

Students may not invite friends or school-age relatives to visit them during the school day without a compelling reason and advance approval of teachers and principal.

While family involvement and support are very important in a child's education, some classroom visits can be distracting and disruptive to the educational process. Families who wish to visit classrooms should contact the teacher and principal at least one day in advance. In addition, due to security reasons and potential overcrowding, families are strongly discouraged from accompanying students into the building beyond the main entrance.

## **Volunteers**

Families and other adults interested in assisting in the classroom or other settings should contact the teacher or principal. Volunteers are subject to background checks and are reminded to keep cellular phones and other electronic devices powered off while assisting inside the school. We strongly encourage community involvement in our school and thank you in advance for your interest, time, and effort!

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

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



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