

**Oregon High School  
210 South 10<sup>th</sup> Street  
Oregon, IL 61061  
(815) 732-5300**

**THIS STUDENT PLANNER BELONGS TO:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Grade: \_\_\_\_\_

In case of emergency, contact: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

Name of physician: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Student Schedule**

	First Semester	Second Semester
Period <b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		

**The cost to replace this planner is \$6.00**

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## 2016-2017 Class Schedules

### Daily Class Schedule

1 <sup>st</sup> Period	8:00	8:45
2 <sup>nd</sup> Period	8:50	9:35
3 <sup>rd</sup> Period	9:40	10:25
4 <sup>th</sup> Period	10:30	11:15
5 <sup>th</sup> Period	11:20	12:05
Lunch/Data Teams/ Interventions	12:10	1:10
6 <sup>th</sup> Period	1:15	2:00
7 <sup>th</sup> Period	2:05	2:53

**Comment [BM1]:** Moved to the front of handbook per student request. Students said it was difficult to find the bell schedules on early release days, and putting it to the front would make this information easier to find.

**Comment [BM2]:** Changed daily class schedule to reflect Mr. Nelson's proposed schedule change.

### 9:30 a.m. Late Start Schedule

1 <sup>st</sup> Period	9:30	10:02
2 <sup>nd</sup> Period	10:07	10:39
3 <sup>rd</sup> Period	10:44	11:16
4 <sup>th</sup> Period	11:21	11:53
Lunch	11:58	12:58
5 <sup>th</sup> Period	1:03	1:35
6 <sup>th</sup> Period	1:40	2:12
7 <sup>th</sup> Period	2:17	2:53

### Noon Dismissal Schedule

1 <sup>st</sup> Period	8:05	8:35
2 <sup>nd</sup> Period	8:40	9:10
3 <sup>rd</sup> Period	9:15	9:45
4 <sup>th</sup> Period	9:50	10:20
5 <sup>th</sup> Period	10:25	10:55
6 <sup>th</sup> Period	11:00	11:30
7 <sup>th</sup> Period	11:35	12:00

**1:30 p.m. Early Dismissal Schedule**

1 <sup>st</sup> Period	8:00	8:35
2 <sup>nd</sup> Period	8:40	9:15
3 <sup>rd</sup> Period	9:20	9:55
4 <sup>th</sup> Period	10:00	10:35
5 <sup>th</sup> Period	10:40	11:15
Lunch	11:20	12:15
6 <sup>th</sup> Period	12:20	12:55
7 <sup>th</sup> Period	1:00	1:30

**2:00 p.m. Early Dismissal Schedule**

1 <sup>st</sup> Period	8:00	8:38
2 <sup>nd</sup> Period	8:43	9:21
3 <sup>rd</sup> Period	9:26	10:04
4 <sup>th</sup> Period	10:09	10:47
5 <sup>th</sup> Period	10:52	11:30
Lunch	11:35	12:35
6 <sup>th</sup> Period	12:40	1:18
7 <sup>th</sup> Period	1:20	2:00

**Final Exam Schedule-Day 1**

1 <sup>st</sup> Period Exam	8:05	9:20
2 <sup>nd</sup> Period Exam	9:25	10:40
3 <sup>rd</sup> Period Exam	10:45	12:00

**Final Exam Schedule-Day 2**

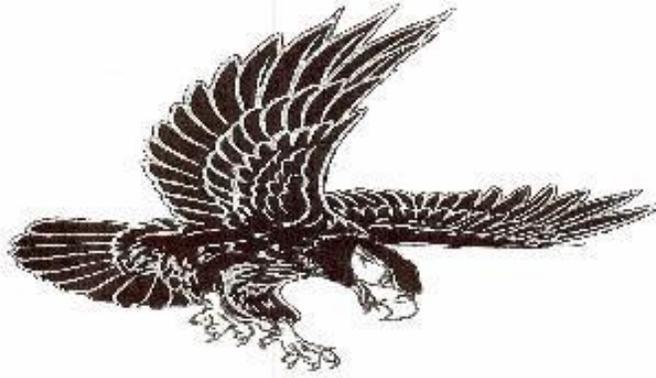
4 <sup>th</sup> Period Exam	8:05	9:30
5 <sup>th</sup> Period Exam	9:35	11:00

**Final Exam Schedule-Day 3**

6 <sup>th</sup> Period Exam	8:05	9:30
7 <sup>th</sup> Period Exam	9:35	11:00

**Students with excused absences during a final exam must arrange to take the exam with their teacher(s) within a week of the date of the exam.**

**Oregon High School Handbook 2016-2017**



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

## **Oregon Community** **Unit School District #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 S. 10<sup>th</sup> St., Oregon, IL 61061**

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

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

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

Mr. Thomas D. Mahoney, Superintendent  
Andrew S. Nelson, Principal  
Jim Turffs, Counselor  
Shannon Cremeens, Counselor  
Mike Lawton, Athletic Director  
Robin Cerveny, Transportation Director

### **Oregon Community Unit School District 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
1. 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.**

## Equal Opportunity and Gender Equity

**Comment [BM3]:** Language aligns with the handbooks at DLR and OES.

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 dress 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 parental 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.

### **Emergency Contacts**

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

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

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

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

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

### **Fines, Fees, and Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay

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

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

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.

### **Free and Reduced Lunch Program**

Applications for the Free and Reduced Lunch Program are available at registration or at any time during the school year. Applications may be turned in at any school office. You will be notified promptly whether you qualify, so your child can begin receiving free or reduced lunches as soon as possible. A new application must be submitted each year as the program does not carry over from one year to the next.

### **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.

## **Harassment (Sexual, Ethnic, Religious)**

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

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

## **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.

### **Health Record Information**

Because children's health changes from year to year, 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., that helps OHS care for your child's health needs at school. If significant changes occur during the school year, please keep the school nurse apprised.

### **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

- Meningococcal- 1 dose
- 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

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

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

### 12th Grade

- -Meningoccal- 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 1st, 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. Physical exams and correct immunizations are to be turned in by the first day of school. A student may be denied attendance until these forms are turned in to the school office. All new students coming from out of state are required

NEW Illinois school physical and meet all immunization requirements and will have 30 days to comply.

### **Medical or Religious Immunization Exemptions**

Illinois allows students to be exempt from immunizations for medical and religious reasons. According to 105 ILCS 5/27-8.1, parents or legal guardians who object to health, dental, or eye examinations or any part thereof, or to immunizations, on religious grounds shall not be required to submit their children or wards to the examinations or immunizations to which they so object if such parents or legal guardians present to the appropriate local school authority a signed statement of objection, detailing the grounds for the objection. If the physical condition of the child is such that any one or more of the immunizing agents should not be administered, the examining physician, advanced practice nurse, or physician assistant responsible for the performance of the health examination shall endorse that fact upon the health examination form. Exempting a child from the health, dental, or eye examination does not exempt the child from participation in the program of physical education training.

### **Health Information**

#### **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.)

### **Illness**

#### **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.

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

#### **School guidelines for sending a child home from school early:**

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

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

### **Head Lice**

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

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation. All absences beyond one day due to lice or nits will be subject to the unexcused absence policies.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school and accompanies him/her to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.
5. It will be kept as confidential as possible, but other children that associate closely with those affected may be checked.

### **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 parent/guardian*. The green “Consent for Administration of Prescription Medication” form must be filled out and signed by the doctor and the parent/guardian.

Guidelines for sending medication to school:

- 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 parent/guardian.

Medication Consent/Nursing Intervention

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

**Return to Learn Protocol:**

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

**Comment [BM4]:** Added a return to learn policy to align with public act 99-245. ...Mr. Lawton, Mr. Boyer, Sharon Hoover, Shannon Cremeens, John Cain and Dr. Meyers comprised the committee that helped form the policy.

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>	<p>Return to school with a reduced schedule with academic accommodations.</p> <p><u>Accommodations/Modifications:</u></p> <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>	<p>Return to school with academic accommodations.</p> <p><u>Accommodations/Modifications:</u></p> <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> </ul>

	<input type="checkbox"/> Allow for rest breaks
<b><u>STAGE 4</u></b>	Return to full day of school when symptom free*.  <u>Accommodations/Modifications:</u> <input type="checkbox"/> Resume current academic load <input type="checkbox"/> Begin Return to Play program

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

### **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 parent or guardian of the homeless child has the option of either:

(1) 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

(2) 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.

## Library Fines

Students will be charged replacement costs plus cataloguing and processing for any lost library resources. This can include library books, magazines, textbooks, audiobooks, and other items that may be checked out by students. Students have 30 days to return the item before it is marked lost. After the item is marked lost, an email stating the cost of replacing the item (s) will be sent to the parent. If there is no email on file, a paper letter will be mailed home. Additionally, every quarter, a paper letter will be sent to the parents or guardian with the cost of any lost or damaged library resources. If the item (s) is marked lost, a student has 30 days to return the item. Once the item has been replaced, no refunds will be issued. If an item is damaged, and the full cost of replacement has been satisfied, that item will be given to the student who damaged it.

**Comment [BM5]:** Changed to create consistency from building to building. This is the recommended language from Mrs. Green.

## LUNCH/FREE AND REDUCED PRICED 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. All meals served by the Food Service Department of the Oregon Community School District comply with the U.S.D.A. guidelines for the National School Lunch Program.

The District uses *Meals Plus* a pre-paid system for school meal accountability.

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

Deposits may be made at all District School Offices.

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

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

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

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

**E-Funds** - Payments for student meal accounts may be made online through a service called e-funds. By going to the school district's website, [www.ocusd.net](http://www.ocusd.net) and selecting online meal payment, you may make meal payments for all your students with a credit card or a bank account transfer from your checking account.

\* If you are new to the system you will need your students ID number. It may be obtained by calling the Food Service Director at 815-732-5300 EXT 2118.

**Charging Policy**

O.C.U.S.D has a **NO CHARGE POLICY** Students are not

allowed to charge any meal, milk, or ala carte item.

If a student does not have funds available in their lunch account to purchase a lunch they will be offered an alternate meal of a PB&J or Cheese Sandwich. The student will be charged for the alternate meal.

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

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

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

### **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.

### **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 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 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.

## **School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

## **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 Directory**

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

**Name**

**Gender**

**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.*

## **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.

#### Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

### **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 that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic

transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request 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 removed.

**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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as

specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

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

**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
- Gender
- 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.<sup>1</sup>**

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 parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. 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:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

## Suicide and Depression Awareness and Prevention

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

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

**Comment [BM6]:** Added to align with public act 99-443. Ms. Cremeens is organizing a counseling meeting to address getting the resources organized for students and parents.

## Teacher Qualifications

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

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- 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 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.

## Textbooks

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

### *Textbook Charges*

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

## Tip Line

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

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

# **Oregon High School Policies**

## **General 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.

### **AUTHORIZED AND UNAUTHORIZED ITEMS**

Students are not to bring the following items to school:

- cards
- games
- skate boards
- laser/lights
- shoes with built-in rollers
- pepper spray
- wallet chains, or chains attached to clothing
- other items deemed a potential hazard/threat by OHS administration

Hand held CD/tape players/MP3/iPods and e-readers may be used during the school day, including in the hallway before and after school and during passing periods. Teachers have discretion to allow iPods/MP3 players to be used during class time.

In the event a normally prohibited item is required for a classroom assignment, the student must check the item into the main office when he/she arrives to school. The student may pick up the item when needed for the class and must return it to the student office when the class is over.

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

Students **may use a “string bag” or a backpack** during the school day. String bags can be purchased from the high school main office for \$5. 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.

## **CARD PLAYING**

Card playing **will not** be allowed during class time. Violations will result in disciplinary consequences and cards will be confiscated.

## **Clubs and Organizations**

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

Academic Bowl  
Bass Fishing Club\*  
Book Club  
Chess Club  
Club 9  
Drama Club  
Dungeons and Dragons  
Fellowship of Christian Athletes\*  
FFA  
Fiber Arts  
Game Club  
Gay-Straight Alliance\*  
Jazz Band  
Key Club\*  
International Club\*  
Madrigals  
National Honor Society  
Newspaper Club\*  
Spirit Squad\*  
Student Council  
Yearbook

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.

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

### **CLOSED CAMPUS**

If a student must leave the school because of illness, or for an appointment, he/she must sign out in the school office. Students having medical/dental appointments need verbal notification from a parent/guardian prior to leaving for the appointment. Students in attendance at school must have permission of the office personnel and parent/guardian before leaving school. Failure to do so will result in disciplinary action.

### **CONTROVERSIAL STUDENT EXPRESSION**

School officials retain the right to regulate and exercise "editorial control" over the style and content of student speech in school-sponsored expressive activities so long as their actions are reasonably related to legitimate educational concerns. To the extent the student expression through publications, theatrical productions, speeches, or other expressive activities is inconsistent with the basic educational mission of the school; it may be forbidden or restricted.

School officials also retain the right to regulate the distribution or display of non-school-sponsored fliers, announcements, papers, and other materials, which in their opinion are libelous, invade the privacy of others, are obscene or pornographic, are indecent or vulgar, will cause a material and substantial disruption of the school or school activities, or advertises a product or services not permitted for use by minors under the law. School officials also retain the right to regulate the time, place, and manner in which such materials are distributed or displayed, in order to ensure safe and orderly student passage, and to prevent aesthetic and economic harm from littering

### **DANCES AND CONCERTS**

OHS-sponsored activities are for OHS students and are not open to non-students. Each OHS student wishing to bring a guest to a dance must complete a guest request form in the main office. The request is limited to one guest per OHS student. This pass must be approved by OHS administration before a student may purchase tickets. No person 21 years or older will be approved as a guest at an OHS dance or concert.

Lewd or sexually suggestive conduct at dances, including acts on the dance floor, will not be tolerated. Students will be warned once for this behavior. If the behavior persists, the student will be asked to leave the dance.

Additionally, students must dress appropriately for dances. Spaghetti straps will be allowed, as well as skirts and dresses that do not fall to mid-thigh. **Tube skirts are not allowed.** Students who violate the dance dress code will be prohibited from attending a given dance.

### **DIRECTORY INFORMATION**

It is the policy of Oregon High School to share directory information with law enforcement, social service, and military agencies. Parents must notify the Counseling Office by September 15 if they do not want this information shared with these agencies.

### **FOOD AND DRINK**

- Students may consume food in classrooms only at the discretion of classroom teachers.
- Food items used by classroom teachers as incentives and/or rewards are allowed.
- Food and drink items **are not** allowed in any OHS computer lab. Food and drink items are also **not allowed** if a student is using a classroom computer.

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

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;

**Comment [BM7]:** Added to align with PRESS 7:310, Restrictions on Publications. The language for this policy was taken from the model 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.

## LOST & FOUND

Lost and found items are kept in the main office area.

## LUNCH/CAFETERIA

The *Oregon Community Unit School District Food Service Department* uses the LunchBox system for meal accountability. Lunchbox POS is a debit system similar to a retail establishment that enables students to purchase lunch electronically. The cost of food is deducted from student accounts.

The *Lunchbox* program is *not* like a credit card where you make purchases and then pay for them later. **Prepayments for your student's lunches must be sent to the school daily, weekly or monthly.**

We **do not accept** cash in line at Oregon High School.

Students will be required to deposit money into their account. Deposits must be placed in a sealed envelope with the student's name, grade and amount into the secure drop boxes located outside each school office prior to 9:00 a.m. We encourage prepayment to be made as far in advance as your household can afford.

Students will receive a photo ID card with a bar code. This card must be used to purchase either the traditional hot lunch, ala carte items or milk in the cafeteria. Students will be informed at checkout of their remaining balance daily.

Parents having more than one student in the district may send one check to deposit for lunch purchases, but must note clearly how the money is to be divided among those students.

Parents may also use the online system for depositing money into student's accounts. Please check the district website for instructions and a link to the prepayment site.

Parents may request a printout of their child's account from the Food Service Director's office.

**The following procedures will apply in the OHS cafeteria:**

- Students must arrive to the cafeteria **before** the passing bell rings. Students will be referred for being tardy to their respective lunch periods.
- Students are expected to behave in a respectful manner and are expected to clean (return trays, pick up paper and food, etc.) the areas where they eat.
- Students will not be allowed to take food out of the cafeteria without permission.
- A breakfast program is available from 7:35 - 7:50 a.m. in the concession area by the library.
- Students are not allowed to have area businesses deliver food to the OHS office for lunch.

**OFF CAMPUS CONDUCT POLICY**

No activity that threatens the ability of the district to maintain a safe, orderly and disciplined educational atmosphere will be tolerated away from campus, whether or not school is in session when such activity occurs. This policy is in effect year round and is not limited to school sponsored and school related events.

When it is brought to the attention of the district that a student

has engaged in such conduct off-campus, the principal (or his/her designee) of the school which the student attends may conduct such investigation as he/she feels is necessary and proper under the circumstances and may initiate disciplinary action, up to and including suspension or expulsion, in the same fashion as if the action had occurred on campus. By way of illustration, but not by way of limitation, the following actions shall be the subject of disciplinary investigation and action under this section:

- Any use or threat of use of a firearm against another person by a student;
- Any fighting off campus which results from or arises out of a campus relationship;
- Any assault by a student that results in the object of the assault requiring medical attention or which otherwise indicates reckless disregard by the student for the personal safety or personal rights of others;
- The commission of any act which, if committed by an adult, would be punishable by more than one year in prison upon conviction. School action with regard to such a matter shall be independent, and arrest, indictment, trial, conviction or acquittal in the criminal or juvenile courts shall not be determinative of the action necessary for the school to maintain a safe, orderly and disciplined educational environment.

### **PARENT CALLS/EMERGENCIES**

Parents needing to contact their child during the school day should call the main office, 732-5300. Students shall be called to the office before school, after school, and between classes. The office may contact students during class time only in case of an emergency.

### **POLICE – SCHOOL INTERACTIONS**

The school administration and staff will work cooperatively with law enforcement officials toward maintaining a safe and orderly school environment.

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

In accordance with the Illinois School Code, 105 ILCS 5/10-20.14, the Illinois States 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) 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 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 law enforcement officials find it necessary to question students during the school day or periods of

extracurricular activities, the school principal or his designee will be present when possible. An effort will be made to contact the parent/other adult having custody of the child so that the responsible individual may be notified of the situation.

- 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 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 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, and Athletic Director.
- 7) From time to time, law enforcement officers may be called to school 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. 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.

### **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.

### **STUDENTS ON GROUNDS**

All outside doors will be locked at 8:05 a.m. with the exception of the east (pillars) door entrance.

Students arriving throughout the day should use the east (pillars) door entrance. Students arriving throughout the day are not permitted to be in the halls during instructional time.

Students attending P.E. classes in the Blackhawk Center must use the enclosed walkway when going to and from class.

### **STUDENT PARKING**

Parking at Oregon High School is a privilege, not a right. As such, students must abide by the rules governing parking at OHS.

- 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.
- The Oregon High School Parking lot is under 24-hour camera surveillance.
- Permits may be purchased in the school office after completion of the application and approval from the administration. A permit costs \$35.

- Priority will be given to upperclassmen. Permits will not be issued to students living within three blocks of the high school.
- Students should lock their vehicles upon leaving them.
- Students are not allowed return to their vehicles until the end of the school day.
- Students are not to loiter in or around their vehicles either before or after school.
- Students issued valid parking permits are subject to the district's random drug testing policy.
- Replacement fee for lost permit is \$15.

### **Revocation of Park Privileges**

All students receiving a parking permit will sign contracts and any violation may result in their forfeiture of parking privileges. Violations of any of the following regulations may result in towing (including payment of towing fees), loss of parking permit, or both:

- Improper parking (i.e. using two spaces / no valid permit / parking in another student's parking space)
- Parking in non-designated areas
- Disobeying posted traffic signs
- Driving above the posted speed limit (15 mph while on school property.) The Oregon Police Department may also issue citations to students caught speeding on school property.
- Screeching tires, doing "doughnuts" or other unsafe driving practices
- Parking in the school parking lot without a valid parking permit
- Loitering in or around a vehicle in the parking lot at any time.

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).

### **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.

### **STUDENT LOCKER PROCEDURES**

Each OHS student will be assigned a locker. 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 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.

## **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. 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.

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.

All parents and/or guardians are encouraged to visit school at any time.

Student visitors during normal school hours will not be permitted. Exceptions to this policy must be academically related and pre-approved by the principal or his/her designee.

## **ACADEMICS**

### **CLASS RANK (Applicable to graduating classes of 2016 and 2017)**

Class rank is determined by cumulative grade point average within a graduating class. Students who graduate early (after seven semesters) may see their class rank go up or down depending on the academic performance of those students enrolled for the second semester of their senior year.

### **COURSE REQUIREMENTS FOR GRADUATION**

Students must attend eight semesters before graduating. In addition, the following course and credit requirements must be met. All individuals must be enrolled as full-time students except for fifth-year students. Students must enroll for a minimum of seven credits each semester.

	2017	2018	2019	2020
ENGLISH	4	4	4	4
MATHEMATICS	3	3	3	3
SCIENCE	3	3	3	3
SOCIAL STUDIES **	2	2	2	2
PHYSICAL EDUCATION	3.5	3.5	3.5	3.5
HEALTH	½	½	½	½
*CONSUMER EDUCATION	½	½	½	½
***CIVICS				½
HUMANITIES/VOCATIONAL EDUCATION	2	2	2	2
ELECTIVES	6½	6½	6½	6
<b>TOTAL REQUIRED CREDITS</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>

\*The graduation requirement for Consumer Economics must be met by successful completion of Consumer Economics or by successfully passing the Consumer Economics Proficiency Exam. For credit purposes, Health is considered for Physical Education credit (1/2).

\*\* The requirement starting with the Class of 2011 and beyond will be successful completion of one credit of World History and one credit of U.S. History.

\*\*\*The requirement starting with the class of 2019 and beyond will be successful completion of a Civics course.

**Comment [BM8]:** Added to align with the class of 2019 needing to complete civics. Adding the ½ credit civics class meant that a ½ credit of electives was taken away for the class of 2019.

For credit purposes, Health is considered for Physical Education credit (1/2).

Credits for alternative courses and programs and course substitutions are limited to six (6) per board policy. This includes credit recovery courses.

### **EARLY GRADUATION**

Per Oregon CUSD #220 School Board Policy 6.300, early graduation at the completion of the seventh semester is allowed:

Early Graduation Students may apply to their counselor for early graduation upon completion of 7 semesters of school attendance and when they have met all graduation requirements. Notification of the student's request and verification of the student's acceptability for early graduation will be given to the Superintendent by the counselor. Permission for early graduation may be granted a student by the Board of Education upon the recommendation of the Superintendent.

To complete the process, a student will need to pick-up an application for early graduation from the Counseling Office at the beginning of her/his Senior year. The completed application along with an essay will need to be submitted back to the Counseling Office by September 30<sup>th</sup> of her/his senior year. Specific details about the process are listed on the application.

As stated in the Class Rank section of this handbook, students who do graduate after seven semesters **may forfeit their current class rank** standing to other students who remain

enrolled for the 2<sup>nd</sup> semester of their senior year.

### **FINAL EXAMS**

**An exam or final assessment** will be given at the end of each term.

### **DRIVER'S LICENSE**

The Secretary of State may cancel the driver's license or permit of any person under 18 years of age certified to be a chronic or habitual truant and may prohibit the issuance of a driver's license or permit to an unmarried person under 18 years of age who fails to maintain school attendance.

### **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.

### **GRADE POINT AVERAGE (GPA) AND CLASS RANK**

The overall GPA and class rank are based on final semester

grades, not quarter grades. The only exclusion from determination of overall GPA and class rank is driver's education.

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

<b>A: 4.0</b>	<b>C-: 1.66</b>
<b>A-: 3.67</b>	<b>D+: 1.33</b>
<b>B+: 3.33</b>	<b>D: 1.00</b>
<b>B: 3.0</b>	<b>D-: .66</b>
<b>B-: 2.66</b>	<b>F: 0</b>
<b>C+: 2.33</b>	
<b>C: 2.</b>	

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 COURSES**

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:

95 - 100 = A	92 - 94 = A-	89 - 91 = B+
86 - 88 = B	83 - 85 = B-	80 - 82 = C+
77 - 79 = C	74 - 76 = C-	71 - 73 = D+
68 - 70 = D	65 - 67 = D-	0 - 64 = 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 Algebra II; Honors Biology; Honors Chemistry; Honors English I; Honors English II; Honors English III; Honors Earth Science; Human Anatomy/Physiology; Accounting II; Physics; Pre-Calculus; Calculus; Probability & Statistics; Foods IV; 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

A progress report will be distributed to each student at the midterm and quarter of each semester. 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.

Teachers must turn in all incomplete grades to the office no later than two weeks after the end of the quarter. No grade changes will be permitted without administrative approval

### **GRADUATION HONORS**

- The student with the highest GPA will receive the valedictorian honor.
- The student with the second highest GPA will receive salutatorian honor.
- Students with a GPA of 4.0 or above will graduate with highest honors.
- Students with a GPA of 3.75 – 3.99 will graduate with great honors.
- Students with a GPA of 3.60 – 3.74 will graduate with honors.

### **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.

#### **Homework Make-Up Policy**

Students should contact their teachers regarding the work missed.

- The students will be allowed one (1) day for every day absent. The following scenarios illustrate this policy:  
Missed Monday-Due Wednesday  
Missed Monday/Tuesday-Due Wednesday/Thursday.
- However, except in the case of an extended illness when special arrangements will be made, a maximum of five (5) days total will be allowed to make up work. The individual teacher will determine the make-up assignment, with any additional work if deemed necessary.
- The principal may extend the make-up time if deemed necessary.

### **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. Meet or exceed standards on all sections of the PSAE test, exhibit PLAN to ACT test score growth or meet 100% of transition goals
2. Participate in at least two sports, clubs or activities per year or a total of eight seasons by the end of senior year.
3. Demonstrate community involvement by doing at least 80 hours of community service by 3rd qtr. of Senior Year
4. 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.

5. Be a good citizen; No OSS, extra-curricular code violations and no more than three days of in-school suspension in four years
6. Complete at least one college course (AP, Dual Credit)

### **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.

### **Promotion Policy**

Grade classifications are 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 a sophomore you must have 6 credits comprised of at least 1 credit each in English, Math & Science; to be a junior you must have 12 credits comprised of at least 2 credits each in English, Math & Science; to be a senior you should be able to complete all graduation requirements by the end of your senior year.** A student shall not be promoted based upon age or any other social reason not related to academic performance.

### PHYSICAL EDUCATION WAIVERS

Waivers are available, with administrative approval, to those students with Junior or Senior status who may be excused from physical education for the following reasons:

- To enroll in academic classes that are required for admission to an institution of higher learning, provided that failure to take such classes will result in the pupil being denied admission to the institution of his/her choice.
- To enroll in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate.
- Involvement in two IHSA sanctioned sports or one IHSA sanctioned sport and cheerleading or drill team (poms).

**Comment [BM9]:** Removed the PE waiver for AP class or dual credit class to align with board policy.

### 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 guidance 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. Students and parents will sign off on the final schedule.

### **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.

### **OREGON HIGH SCHOOL 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 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

### **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 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 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.

## **ATTENDANCE**

**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 valuable educational advantages when they are absent. Poor attendance and lack of participation in expected/assigned activities may result in failing grades.**

**Students are expected to attend school regularly and are bound by the Illinois School Code, chapter 105, article 5/26-1: Valid cause for absence shall be illness, death in the immediate family, family control of the student as determined by the Board of Education in each district, or such other circumstances, which cause reasonable concern to the parent for the safety or health of the student.**

### **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.

### **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.

### **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 note
- Leaving an assigned area without a note/permission
- Absence due to suspension
- 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.**

**Unexcused absences shall result in a grade of zero for any work missed.**

### **ATTENDANCE REPORTING PROCEDURE**

If a student is going to be absent, the parent or guardian should call the school (732-5300 ext. 1109) on the morning of the absence. An attempt will be made to contact parents to report any absence not called in. If the parent does not call the school by 7:50 a.m. the next morning, the student’s absence may be considered unexcused. Parental notification must be verbal and indicate the reason for the absence. Voice mail 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.

2<sup>nd</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.

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

### **LATE ARRIVALS TO SCHOOL (8:05 – 8:24)**

When a student arrives late to school, he/she must report to the office. The office will issue a tardy pass to admit him/her to class. Work missed may be made up if the teacher permits. The date of the tardy will be recorded by the office.

Students will be allowed only one tardy each semester for any reason, such as appointments, car problems, oversleeping, etc. (The only exceptions shall be unavoidable medical or dental appointments which cannot be scheduled during non-school hours for which documentation **is** required.)

For the duration of each semester, the following shall be the result of each subsequent tardy:

1<sup>st</sup> Tardy: warning/referral to office, notice sent home

2<sup>th</sup> – 5<sup>th</sup> tardy: referral to office, lunch detention, notice sent home

6<sup>th</sup>-7<sup>th</sup> tardy: referral to office, PM detention, parent contact

8<sup>th</sup> –10<sup>th</sup> tardy: in-school suspension or school service and a parent/administrator conference.

11<sup>th</sup> tardy: student may be withdrawn from class with a failing grade

**Comment [BM10]:** Changed the first offense to a warning. This policy does not get violated often, but the first offense being a warning will allow us to inform the student of what happens if future incidents occur with this policy.

**Comment [BM11]:** Removed the portion that two unexcused tardies equal one day unexcused for truancy purposes. Truancy is no longer operating under this guideline.

## **TARDY TO CLASS (2<sup>nd</sup> through 8<sup>th</sup> periods)**

1. Students are required to be in their classrooms when the tardy bell rings. Any student not in the door of his/her classroom when the tardy bell rings will be considered tardy. The following discipline will apply to students tardy to class:

1<sup>st</sup> Tardy: warning/referral to office, notice sent home

2<sup>nd</sup>-5<sup>th</sup> Tardy: referral to office/ lunch detention, notice sent home

6<sup>th</sup>-7<sup>th</sup> tardy: referral to office, PM detention, parent contact

8<sup>th</sup>-10<sup>th</sup> Tardy: referral to office/in school suspension and parent/student administrator conference.

## **CLASS CUTS**

- Class cuts are defined as a student missing one (1) period of school without valid reason. The following consequences shall be assigned to address class cuts:
  - 1<sup>st</sup> -3<sup>rd</sup> Offenses: Detention, notice sent home
  - Further offenses: In-school suspension, behavior contract, parent **contact**

## **TRUANCIES**

- **The district considers a student to be truant who is absent without valid cause for a school day or any portion thereof, as defined in Chapter 122, 26-2a of the Illinois School Code.**

**Comment [BM12]:** Removed the portion that three class cuts result in one day for truancy reporting purposes. Truancy no longer operates under this guideline. Also, removed class cuts resulting in an out of school suspension to align with Senate Bill 100.

- This district considers a student to be a chronic or habitual truant who is absent without valid cause 5% or more of the 180 regular attendance days, as per Chapter 122, 26-2a of the Illinois School Code.
- The district, in keeping with Chapter 122, 26-2a of the Illinois School Code, considers a truant minor to be a chronic truant to whom the available resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and refused.
- A student's absence from school due to truancy will be considered unexcused. Truancy is being more than 5 minutes late to a class, leaving class without permission, not returning within a reasonable amount of time, leaving the building without permission, or not being present for class. Disciplinary consequences will be assigned for truancy violations.

**Students 16 years of age or younger:**

- For any and all truancy, parents shall be notified and in-school-suspension shall be assigned. Additionally, the student shall receive no credit for any and all school work missed for the day they he/she was truant, including tests and quizzes.
- Upon a student's (3rd) truancy, the student shall be referred to the Regional Office of Education for a truancy intervention.
- Upon a student's third (3rd) truancy, the student shall be referred to the county truancy agency for a one-time intervention in addition to the consequence listed above.
- Upon a student's fifth (5th) truancy, the student shall be formally referred to the county truancy agency for intervention services and parent meeting shall be held with school administrators in addition to consequence listed above.
- Subsequent truanies shall be referred to the county truancy agency for interventions they find appropriate that may include, written notices, formal meetings, court appearances and/or recommendations for alternative placement in addition to those listed above.

**Students 17 years of age and older:**

- For any and all truancy, parents shall be notified and in-school-suspension shall be assigned. Additionally, the student shall receive no credit for any and all school work missed for the day they were truant, including tests and quizzes.
- Upon a student's second (2nd) truancy, the student shall be referred to the Oregon High School Student Assistance Team in addition to consequence listed above.
- Upon a student's third (3rd) truancy, the student shall be referred to the county truancy agency for a one-time intervention in addition to the consequence listed above.
- Upon a student's fifth (5th) truancy, the student shall be formally referred to the county truancy agency for intervention services and parent meeting shall be held with school administrators in addition to consequence listed above. An attendance contract may be issued at this time.
- Additional incidents of truancy may include, but shall not be limited to, any of the following: further intervention by the county truancy agency, suspension from school, drop warning letter, removal from school for lack of attendance or separation from school to pursue G.E.D. Other remedial interventions may also be offered.
- Students are not to leave the building during school hours unless they have permission. Students are required to sign out in the office before leaving campus.

**MEDICAL APPOINTMENTS 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.

## **Student Behavior**

The general rules of conduct outlined in this handbook are intended to promote mutual respect and responsibility among students and staff members. Students, parents, administrators, faculty, and staff will cooperate in the creation of a discipline policy, its periodic review, and its fair and consistent enforcement.

Disciplinary action, including corporal punishment and suspension, shall accord with federal law, the School Code of Illinois, the rules and regulations of the State Board of Education, the case law of court decisions, Board of Education policy, and proper professional procedures and ethics.

The High School Handbook contains specific rules and regulations and examples of consequences of misconduct and inappropriate behavior. These will be distributed to students within 15 days of the students' first day of school.

All school district personnel have a right to issue instruction, rules, regulations, and/or expectations as needed that students must abide by. Student disregard of rules and regulations may result in (and is not limited to) any one or more of the following disciplinary actions:

- 1) Verbal request to discontinue the inappropriate behavior.

- 2) A private conference with the student.
- 3) A phone call or note to the student's parent(s).
- 4) A conference with the student and parent(s) held at school.

### **STUDENT DISCIPLINE POLICY GOALS**

- 1) To develop a sense of self-discipline in students to help them manage their behavior.
- 2) To maintain an educational climate conducive to maximizing learning opportunities.
- 3) To maintain an orderly, safe and healthy environment for students and staff.
- 4) To teach students to respect our school rules and regulations and right of the staff and administration that uphold those rules and regulations.
- 5) To teach students to behave in a way that does not disrupt the learning climate in a given classroom, and that teachers are responsible for the discipline in their classrooms and may, at their discretion, remove students from their classes for inappropriate behavior.
- 6) To teach students that the superintendent, principals, teachers, and support staff maintain the authority to enforce policy, rules and regulations.
- 7) To teach students that teachers and administrators stand “in loco parentis” (in place of the parent) to the students and as such have the authority of a reasonably prudent parent when dealing with students.
- 8) To teach students that principals and teachers may establish

rules of conduct, and when established, will see that students and parents are provided copies of the rules.

9) To teach student behavior is the ultimate responsibility of both the student and his/her the parents, and that when a staff member becomes concerned about the behavior/conduct of a student, he/she shall communicate those concerns to the parent.

### **Use of Physical Force by Staff Members**

A staff member **may use** physical force against a pupil for self-defense, for the protection of people or property, to direct a student to a desired location, or to detain a student, when the student refuses to obey instructions.

### **Level I Infractions**

Level I infractions are primarily the responsibility of the teacher, support personnel and parents/guardians. Parental involvement should be initiated with repeated Level I behaviors that may include, but are not limited to:

- Being inattentive, derogatory remarks, not following directions, distracting others, excessive/loud talking, tardiness (see tardy policy), failure to do assigned work, failure to be prepared for class, initial dress code violations, littering/loitering, no I.D. card, mild or “accidental” profanity (Not directed at a staff member or another student), and throwing objects.

**Strategies and interventions for teachers to address Level I infractions may include, but are not limited to the following:**

- Brief hall conference with student, classroom behavior management contract, Personal Teacher Conference (PTC) assignment, classroom detention, pro-active conference with administrator, consultation/intervention

with other teachers, cooling off period in hallway, incentives/positive reinforcements, loss of pass privileges, nonverbal/verbal correction, peer mediation, pro-active work with counselors, remove distracting items or seat change.

The following must be done by the teacher before referring to OHS administration:

- Documentation regarding evidence of the persistent behaviors and appropriate interventions including phone, personal or e-mail contact with parent.

### **Personal Teacher Conference (PTC)**

A PTC can be assigned by any teacher. PTC's should be used for offenses that occur in the classroom. PTC's are served in the teachers' classrooms at the times assigned. The maximum time allowed for a PTC is 40 minutes. Work and extra-curricular activities are not excuses for missing a PTC. In deference to transportation considerations, a PTC may be served the next scheduled day after the offense at the student's request. Upon giving a PTC, the teacher may call the parent(s). Students who disregard a PTC without the teacher's approval will result in the assignment of two detentions.

## **Level II Infractions**

Level II infractions will be dealt with by OHS administrators. Level II infractions may result in the following discipline depending upon the severity of the act: detention, in-school suspension, out of school suspension

with possible recommendation for expulsion. Level II infractions include the following, and do include multiple Level I infractions.

## **Bomb Threat**

All Offenses: 10-day suspension pending Board of Education hearing for expulsion. The Oregon Police Department will be notified.

## **Bus Conduct**

Students are expected to follow all 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

**Comment [BM13]:** Added a section on bus conduct to align with Senate Bill 100. We have disciplined in the past for bus behavior, but this policy lays out the possible consequences, and the behaviors that can lead to the consequences. It also discusses the opportunity for students to make up work if they do not have alternate transportation.

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.

## **Cell Phones and Comparable Communication Devices**

**Cell phones, beepers or other electronic communication devices may be brought to school. Students may use their phones until the 8:05 bell rings, during their lunch period and during passing periods. Cell phones must be put away when a student enters a classroom. Students may use them in class *only* with teacher permission, but with the understanding that if phones disrupt the classroom, teachers will write a referral and administrators will assign the following progressive consequences:**

**All offenses: in school suspension(s) or the student turning their phone into the office for a set number of days.**

**\*In the event of an emergency, administrators may grant permission to use such items.**

**\*Students will be prohibited from having their cell phones out during a test or final exam.**

**\*A student who refuses to comply with a teachers request to turn in their cell phone may be assigned multiple days of in school suspension.**

**\* The use of Bluetooth speakers or playing music out of the speaker of a phone at any time in building will result in a cell phone violation.**

**Comment [BM14]:** Due to senate bill 100, cell phone offenses will no longer result in out of school suspension.

**Comment [BM15]:** Added to address Bluetooth speakers and students playing music from their phones.

## **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.**

### **Defacing School Property**

**Any student caught defacing school property, including avoidable negligence, will face the following consequences depending on the severity of damage:**

All Offenses: Detention, in-school-suspension, suspension, and/or referral to Board of Education for expulsion hearing depending on severity, plus restitution for damages. The Oregon Police Department will also be notified.

### **Extreme Profanity or Obscenity**

**Students who use profanity and/or obscenities (including gestures) in the presence of staff, but not directed at staff, will be subject to the following discipline:**

All Offenses: Detention, in-school-suspension, suspension, and/or referral to Board of Education for expulsion hearing depending on severity.

**Comment [BM16]:** Changed to align with Senate Bill 100. It used to be cumulative, but this allows the administrator to use discretion to determine the severity of the language, and the best course of action for the incident to make sure we are aligned with Senate Bill 100.

**Students who direct profanity and/or obscenities at a staff member will be subject to the following discipline:**

All Offenses: in-school-suspension, suspension, and/or referral to Board of Education for expulsion hearing depending on severity.

**Comment [BM17]:** Changed to align with Senate Bill 100. It used to be cumulative, but this allows the administrator to use discretion to determine the severity of the language, and the best course of action for the incident to make sure we are aligned with Senate Bill 100.

## **Fighting On or Near School Property**

Note: Any student who willingly participates in a fight or purposely incites a fight at school will be suspended from school. If a student is provoked or assaulted, he/she should make every effort to retreat from the situation and seek help from staff.

All Offenses: 2- to 10-day suspension. Additionally, OHS administrators may recommend expulsion for extreme cases. The Oregon Police Department may also be notified.

**\*Using “fighting” words or actions with the intent of starting a fight may also be grounds for suspension.**

## **Forgery**

Any student forging a staff member’s name to a pass or other school document will be subject to the following discipline:

All offenses: detention, in school suspension(s).

**Comment [BM18]:** Changed to align with Senate Bill 100. It used to be cumulative, but this allows the administrator to use discretion to determine the severity of the language, and the best course of action for the incident to make sure we are aligned with Senate Bill 100.

### **Disrespect/Insubordination Towards Staff/Support Staff/ Administration**

All Offenses: Detention, in-school-suspension, suspension, and/or referral to Board of Education for expulsion hearing depending on severity.

**Comment [BM19]:** Changed to align with Senate Bill 100. It used to be cumulative, but this allows the administrator to use discretion to determine the severity of the language, and the best course of action for the incident to make sure we are aligned with Senate Bill 100.

### **False Fire Alarm**

All Offenses: 10-day suspension and recommendation to Board of Education for expulsion.

### **Gang Activity/Affiliation**

It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (ILL. Rev. Stat., Ch. 122, par. 31-1 through 31-4) provides that "any public school fraternity, sorority or secret society is inimical to the public good."

The Board of Education is aware that gangs and gang related activities can cause substantial disruption of or material interferences with school and school related activities. A "gang" as used in this policy is any person(s) whose purposes include the commissions of illegal acts, intimidation, and/or coercive antisocial behavior. Therefore, the possession, display, or use of signs, symbols, colors, or slogans of gangs or public school fraternities, sororities, or secret societies is prohibited on school premises or at school sponsored events. Such symbols representing these groups cause confrontations and disruptions to the educational atmosphere of the school setting. Since it is impractical to list each item, determination will rest with the Administration as to relatedness to gang or other prohibited organizations. The penalties for violation of this policy are as follows:

1st Offense: 10-day out-of-school suspension with possible

recommendation to the Board of Education for expulsion.

2nd Offense: 10-day out-of-school suspension and referral to the Board of Education for expulsion.

### **Teen Dating Violence Prohibited**

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

### **Harassment/Bullying**

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

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

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

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

**Harassment:** Harassment is unwelcome conduct or

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

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

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

Public Act 98-801 – Cyber-Bullying (effective 1-1-15)  
Public Act 98-801 provides that no student shall be bullied through electronic means accessed outside of school and may permit student discipline when both of the following occur:

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

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

**Comment [BM20]:** Added to include language for special populations.

OHS 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.

**Complaint Managers:**

Jim Turffs  
210 South 10<sup>th</sup> Street  
815-732-5300  
[jturffs@ocusd.net](mailto:jturffs@ocusd.net)

Shannon Cremeens  
210 South 10<sup>th</sup> Street  
815-732-5300  
[scremeens@ocusd.net](mailto:scremeens@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.**

### **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.

### **Inappropriate Student Appearance/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

**Comment [BM21]:** Changed to align with the policy at OES and DLR. The two differences include: allowing flip flops at the high school, and setting a length for shorts.

depictions. If there is a question about an item, please contact the principal.

- Short shorts or skirts (a third of the way down the thigh is appropriate), 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: 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
- 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.

## **Intimidation**

OHS faculty and staff will not tolerate the acts of willful intimidation by students who wish to create an atmosphere of fear for other students. Intimidation can either be verbal, physical or done via electronic devices. In those cases where “sexting” is involved, all evidence will be turned over to the Oregon Police Department and the student may be recommended for expulsion. In all other cases, the following discipline will apply, and the Oregon Police Department may be notified.

1<sup>st</sup> Offense: Minimum 5-day out of school suspension, parent notification.

2<sup>nd</sup> Offense: Minimum 10-day out of school suspension and recommendation for expulsion.

## **Leaving a School-Sponsored Field Trip Without Permission**

All offenses: in school suspension(s) or out of school suspension, and loss of field trip privileges.

## **Physical Attack of Staff**

All Offenses: 10-day suspension pending possible Board of Education hearing for expulsion. The Oregon Police Department will be notified.

## **Possession of Lighters/Matches/Fireworks and or Other Potentially Dangerous Items**

All Offenses: In-school-suspension, suspension or expulsion, depending upon the severity of the act. The Oregon Police Department may be notified.

**Comment [BM22]:** Changed to align with Senate Bill 100. It used to be cumulative, but this allows the administrator to use discretion to determine the severity of the language, and the best course of action for the incident to make sure we are aligned with Senate Bill 100.

## Possession/Use of Tobacco

\*Possession/Use of E-Cigarettes will be considered a tobacco offense.

All offenses: in school suspension(s) and the Oregon Police Department will be notified for tobacco offenses.

**Comment [BM23]:** Due to senate bill 100, tobacco offenses will no longer result in an out of school suspension. We also added the portion that the Oregon Police Department will be notified. I have spoken to Chief DeHaan and he is on board with this policy. The reason for getting them involved is there has been an increase in tobacco violations over the past three years. 2013-2014: 3 offenses; 2014-2015: 11 offenses; 2015-2016: 11 offenses through March 28<sup>th</sup>. This also allows us to use the police department as a resource in these situations.

## Possession of Weapons, Parts of Weapons or Look-Alike Weapons on School Property or Within 1,000 feet of School Property.

All Offenses: up to a 10-day suspension and possible recommendation to the Board of Education for expulsion.

Oregon Police Department may be notified. Decisions based on severity and intent of action.

**Comment [BM24]:** Changed to provide more discretion in these situations. Students have been in possession of pocket knives with no intent to harm. We have been using discretion in these cases due to the last sentence, but changing the wording makes it clear that there is discretion in the decision.

## Public Display of Affection

1<sup>st</sup> offense: conference with student, warning, and parent contact

Further offenses: detention, in school suspension.

**Comment [BM25]:** Added because this was in the level I infraction section of the handbook, but did not lay out possible consequences. This was brought up by the students, and we have seen an increase in this behavior.

## Recurring Inappropriate Behavior

Repeated acts of any misconduct or serious attendance concerns may be cause for issuing a **Behavior Contract or Drop Warning Letter**.

Note: A **Behavior Contract** is a probationary agreement signed by a student, his/her parents or guardian, and an administrator, detailing past discipline problems of the student and warning him/her of the consequences of continued misconduct. A **Drop Warning Letter** is issued when a student develops a pattern of not regularly attending school. Refusal of any parent, guardian or student to execute and acknowledge the **Behavior Contract** shall not limit its effect. Similarly, a **Drop Warning Letter** serves notice of potential student removal from OHS attendance.

## Sexual Assault (Rape, Attempted Rape)

All Offenses: 10-day suspension and recommendation to the Board of Education for expulsion. The Oregon Police Department will be notified.

Note: By law persons under 13 years of age cannot make a determination of whether the act was sexually illegal in nature. Thus, if school officials learn of sexual activity involving a person less than 13 years of age it shall immediately be reported to the Oregon Police and/or Ogle County Sheriff's Office, regardless of offense, location or time.

## Skipping Detention

Students who are assigned a detention and skip that detention will be subject to the following discipline:

- First offense: two detentions assigned
- Second offense-two additional detentions assigned (4 total)
- Further offenses: In-school suspension.

## Stalking

Stalking is defined as threatening or placing another in reasonable apprehension of receiving bodily harm, sexual assault, confinement, or restraint AND following or placing the intended victim under surveillance. Students will be subject to the following discipline:

1st Offense: 4- to 10-day suspension and a report may be filed with the Oregon Police Department.

Subsequent Offenses: 10-day suspension and recommendation to the Board of Education for expulsion. The Oregon Police Department will be notified.

**Comment [BM26]:** Aligned with senate bill 100. Out of school suspension was a possible consequence for skipping detentions, but senate bill 100 limits the use of out of school suspension, so skipping detentions now leads to an in school suspension.

## **Stealing/Possession of Stolen Property**

All Offenses: in school suspension, out of school suspension, or referral to Board of Education for expulsion hearing, and restitution for damages. The consequence for an offense depends on the severity and frequency. If the value of the property is less than \$300 charges **may** be filed with the Oregon Police Department. If the value of the property is greater than \$300 charges **will** be filed with the Oregon Police Department.

**Comment [BM27]:** Changed to align with Senate Bill 100. Used to be a 1-10 out of school suspension, and possible recommendation for expulsion. The change in the wording gives us discretion to make sure we are aligned with Senate Bill 100 when making a decision on a consequence.

## **Threats Toward Staff, Students, Or School Facilities**

Any student making a threat toward any staff member, student or school property will be subject to the following discipline:

All Offenses: In-school suspension or suspension and parent conference or expulsion depending upon the nature and severity of act. The Oregon Police Department may be notified.

## **Trespassing**

Students are authorized to be on school grounds only while attending classes or school sanctioned events, and must be under the supervision of a staff member. Violations of this policy may lead to police involvement, the signing of a complaint, and/or school disciplinary action as follows:

All Offenses: In-school-suspension, suspension, and/or referral to Board of Education for expulsion hearing depending on the severity of the incident.

## **Use of the School's Computer Network**

The following rules apply when using school computers

- 1) Students are not to change any computer configurations.
- 2) Students are to sign in using their own password and are not allowed in anyone else's files.
- 3) Students may not install or use programs or games on school computers, without getting permission from school officials.
- 4) Students should not tamper with computers or peripherals.
- 5) All information created and stored on student files should be appropriate for school, as outlined elsewhere in the use policy.
- 6) Prior to students using or viewing the Internet at school, each student and parent/guardian shall be required to read and sign an Internet Access Agreement Form, available in the high school office. This form should then be forwarded to the Principal. Violation of the terms of the agreement may lead to a graduated revocation of the internet access privileges, school disciplinary action, and/or legal action.

Failure to abide by the above rules will result in the following discipline:

All Offenses: assignment to detention, in-school suspension, out of school suspension, revocation of computer privileges, or expulsion, depending on the severity of the act.

### **Unauthorized Area**

Students found to be in an unauthorized area shall be subject to the following discipline:

All Offenses: warning, detention, in-school-suspension or other appropriate discipline.

## **Level II Discipline Assignments**

In accordance with Public Act 99-0456, the school will provide documentation outlining the reason the reason(s) why suspension and expulsion were appropriate discipline for the offense.

**Comment [BM28]:** Put in place to align with SB 100.

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An

expelled student is prohibited from being on school grounds.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

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

### **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.

### **Detention Rules**

When individual classroom discipline plans/actions are exhausted, any staff member may assign a detention for infraction of rules.

- Detentions are served in an assigned room.
- Detentions are served from 3:15 - 3:45 p.m. on Tuesdays, Wednesdays and Thursdays.
- It is the responsibility of the student to inform his/her parent(s) when they receive a detention. Continued detentions may include more severe disciplinary consequences.

- Students are to bring study materials with them. Talking, sleeping, and disruptive behavior will not be tolerated.
- Students tardy to detention will make up the time as determined by the supervising teachers. In most cases, students will not be permitted to serve the detention and additional disciplinary consequences will result
- Dismissal from the detention room for misbehavior will result in additional disciplinary measures as determined by the administration.
- **Missing a detention** without the approval of the principal/ associate principal will result in the assignment of an additional detention and reassignment of the original detention. A student who misses three detentions in a school year will be issued an in-school suspension.

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

Certain rule infractions will result in students assigned an in-school suspension. In-school suspensions are for the entire day, are supervised in an area separated from the rest of the school, and may involve school service and extended isolated time.

- Students are responsible for collecting work to be missed while serving ISS as well as due dates for their work.
- Students may not possess cell phones in In School and will be asked to turn it into the supervisor if they possess it.
- **Students who fail to comply with ISS rules, or refuse to serve an ISS assignment will receive a three-day out of school suspension.**

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

In accordance, with public act 99-0456, out of school

**Comment [BM29]:** Put in the handbook to align with SB 100.

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.

**Comment [BM30]:** Aligns with SB 100 with providing a suspended student a transition back into the school environment.

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.

## **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

**Comment [BM31]:** Language taken from the model student handbook to align with Senate Bill 100.

other students, staff, or members of the school community or, (2) substantially disrupt, impede, or interfere with the operation of the school. These determinations shall be made on a case-by-case basis by school officials.

- A school district may refer an expelled student to appropriate and available support services.

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

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

event and is prohibited from being on school property through the term of the expulsion.

- 5) When a student returns from an expulsion, administration and counselor will work with the student to develop a transition plan for their return to the high school.

**Comment [BM32]:** Bullet point #5 was added to align with Senate Bill 100. Typically, when we transition; the students come half day at the high school, and half day at the alternative location.

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

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

## Alternative Discipline Assignments

### **Alternative to Suspension Program**

At the discretion of OHS administrators, any student receiving a 10-day out of school suspension may be offered the opportunity to participate in the Lee/Ogle County Alternative to Suspension Program. The program's details are as follows:

#### **Goals:**

- Provide a supervised alternative to an out of school suspension to Ogle County juveniles.
- Help juveniles understand the consequences of their behavior.

- Handle infractions in a non- judicial manner.

**Eligible Juveniles:**

- High school juveniles that are under 18.
- Juveniles with parents willing to be supportive and provide transportation.
- Juveniles that have had ongoing intermediate school incidents and have progress thru in school suspensions and/or detentions or have had a major school incident.

**Program Services:**

Certain infractions or incidents of school rules can result in a student being suspended. The Alternative to Suspension Program has been designed to offer a supervised environment, which helps the juveniles learn the consequences of their behavior while offering a non-judicial resolution. Each Juvenile is eligible to participate in the program 2 times during each school year. Minor infractions like tardiness and truancy are not considered to be appropriate referrals. Appropriate referrals would be minor drug and alcohol offenses on school grounds, minor weapon offenses, attempted theft, repeated personal conduct violations, battery between students, gang affiliated behavior (signs, colors, graffiti ), gross disobedient, inappropriate use of school property (school phones, school computers) and other incidents as deemed appropriate by the home school and the reporting center officials. Acceptance into the program will reduce initial suspension by half or nearly half as we will round up. (A 10-day suspension would be reduced to 5 days at the Alternative to Suspension Program.)

While the juvenile is participating in the Alternative to Suspension program he/she may not attend or participate in any school activity or event and is prohibited from being on school district property. In attendance days at the Alternative Program

will be counted. The student will receive full credit for all work completed that is handed in on the first day the juvenile returns to home school. All participants must meet with the vice principal upon returning from the Alternative to Suspension Program and review cognitive worksheet and turn in the notice of successful completion. If the program is not completed successfully then the original suspension will be enforced by the school and the school is allowed to pursue any additional options. Special Education Students will be follow home school guidelines.

#### **Expectations of Schools**

- Confirm parental/guardian interest in program and willingness to provide transportation.
- Complete written referral and required paper work on each juvenile, fax to 815-562-5653.
- Provide homework assignments by 8:30 am on the each day of the juvenile's attendance, fax to 815-562-5653.
- Provide stats on how many juveniles were referred and how many of the juveniles ended up with additional suspensions or expulsion by end of school year.

#### **Expectations of Reporting Center**

- Respond to initial referral same day as it is referred and confirm homework status.
- Review expectations with juvenile upon arrival and answer any questions.
- Contact school with any concerns. Notify school in writing when a student has successfully completed the program, call them with any juveniles that are unsuccessful and need to return to full suspension status.
- Provide a cognitive worksheet to assist the juvenile in understanding consequences.

#### **Expectations of Parents and Juvenile:**

- To transport or arrange transportation for juvenile back and forth from the program.
- To review dress code and guidelines with juvenile and assist them in compliance.

- To assist juvenile in coming prepared with needed text books, assignments and alternative reading.

Administration and counseling will work together with the student to develop a transition plan for their return from the Alternative to Suspension program.

### **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

### **Student 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: 10-day Out-of-School Suspension and school board hearing to consider expulsion OR ten (10) day Out-of-School Suspension and meet with and

complete all recommendations made by the Building Administration.

- 2) 2<sup>nd</sup> Offense: 10-day out-of-school suspension and school board hearing to consider expulsion.

**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) Immediate 10-day out-of-school suspension, a school board hearing to consider expulsion.

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 Extra-Curricular Activities**

### **Academic Eligibility for Extra-Curricular 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)

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 participation. For all extracurricular activities, the student must have passed six (6) classes from the previous semester. (Note: This standard does not apply to incoming freshmen students.)

## **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 Athlete Concussions and Head Injuries**

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.

**Comment [BM33]:** Added the return to play language to align with public act 99-245. The return to play language is the recommended language from Athletico.

**Return to Play Protocol:**

		<b>Functional Exercise at each stage of RTP</b>	<b>Success goal of each stage</b>
<b>No Activity</b>		Relative physical and cognitive rest	Recovery (Symptom free at rest for 24 continuous hours)
<b>B</b>	Light Aerobic Exercise	Stationary cycling keeping heart rate <70% maximum predicted heart rate. No resistance training	Increase heart rate without the onset of symptoms
<b>R</b>	Heavier Aerobic Exercise	Running >70% maximum predicted heart rate	Increase heart rate without the onset of symptoms
<b>A</b>	Sport specific exercise	Resistance training may commence.	Add more advanced movements without

		Agility drills, Sports specific drills (No heading). Drills with a rotation component	the onset of symptoms
<b>I</b>	Non-contact training drills	Progression to more complex training drills in a non-contact environment, Plyometrics, aggressive strengthening	Exercise, coordination, and cognitive load without symptoms
<b>N</b>	Full contact practice	Following medical clearance, participate in normal training and practice activities	Restore confidence and assess functional skills by coaching staff. Compete without symptoms
<b>G</b>	Return to game play	Normal Game Play	

## **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  
Handshakes between participants and coaches at the end of contests, regardless of the outcome
- 5) Treat competition as a game, not a war
- 6) Coaches/players search out opposing participants to recognize them for outstanding performance or coaching
- 7) Applause at the end of the contest for performance of all Participants
- 8) Everyone showing concern for an injured player, regardless of team
- 9) Encourage surrounding people to display only sportsmanlike conduct
- 10) 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, Drill Team, Football, Golf, Soccer, Softball, Statisticians, Theatre Productions, Track, Volleyball, WYSE, Wrestling
2. Non-Seasonal Activities: Adventure Club, FFA, International Club, Key Club, Jazz Band, Science Club, Show Choir, Spirit Squad, Student Council, Yearbook, Class Officers, plus any group sanctioned by the Board of Education.

**C. WHEN IN EFFECT:**

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

**D. CONSENT FORM:**

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

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

Students participating in extra-curricular 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.
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

**Comment [BM34]:** Removed the part of the athletic code that included attendance at events where illegal substances are being consumed to align with the board's decision at the March board meeting.

offense, he/she is encouraged to report the violation to the administrator in charge who will immediately investigate the potential offense. The investigating administrator shall determine whether or not the offense occurred and report the finding to the student's building Principal.

3. If the administration learns that a student is charged under Federal or State criminal law with an offense involving the use of nicotine, alcohol, drug paraphernalia, marijuana, cocaine, inhalants, or other controlled substances, then the administration will follow up and may determine that an offense has occurred and enforce the appropriate consequence.

4. If a student is convicted under Federal or State criminal law with an offense involving the use of nicotine, alcohol, drug paraphernalia, marijuana, cocaine, inhalants, or other controlled substances, then the student will be presumed to have committed an offense.

5. If an administrator, coach, faculty member, or advisor is notified by a source he/she deems sufficiently credible (**anonymous sources will not be deemed credible**) that a student has committed an offense, the building's Principal or Activities Director shall follow up on the information presented. The Principal's or Activities Director's follow-up may include a meeting with the student. If the student refuses to participate in this follow-up meeting, then the student may be presumed to have committed an offense. Regardless of the Principal's or Activities Director's final determination, the parents/guardians will be notified by the Principal or Activities Director of his/her conclusions.

6. If a student registers a positive reading on a Breathalyzer or other alcohol consumption testing equipment, then the student will be presumed to have committed an offense.

7. If a student tests positive on the GC/MS drug test, without a satisfactory explanation, as determined by the Medical Review Officer, then the student will be presumed to have committed an offense. (The Medical Review Officer is a KSB Corporate Health Services physician specially trained in drug testing procedures.)

8. Behavior that constitutes gross disobedience or misconduct under the Board Policy addressing Student Discipline (**7:190**).

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

When the Principal and the Activities Director determine that a student has committed one of the offenses listed in Subsection II.B.

above, after determining that the student has not provided a satisfactory explanation for the behavior or positive test result, and the offense constitutes the student's first offense during his/her extracurricular career with the Oregon Community Unit School District #220, the following shall apply:

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

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

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

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

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

- 2) Non-Seasonal Activity:

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

- 3) Seasonal Activity

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

- 4) A student who has committed an alcohol or controlled substance related offense shall enroll in and complete a formal evaluation at a drug treatment facility (with the exception of a student determined to be a violator of the nicotine possession or use rule). The Principal must

receive a copy of the follow-up referral form from the facility before privileges can be reinstated. Recommendations stated on the follow-up referral form must be started before privileges will be reinstated. Any costs associated with the implementation of the recommendations shall be the responsibility of the parent/guardian. Failure to complete or participate in this evaluation will result in a one year suspension from extra-curriculars.

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

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

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

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

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

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

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

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

3) A student who has committed an alcohol or controlled substance related offense shall enroll in and complete a formal evaluation at a drug treatment facility (with the exception of a student determined to be a violator of the nicotine possession or use rule). The Principal must receive a copy of the follow-up referral form 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 III B 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

**Comment [BM35]:** Mr. Lawton said they may test urine or saliva for the upcoming year, so both are included in the handbook as options.

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. RE-TESTING AFTER POSITIVE RESULT:**

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

**CONFIDENTIALITY OF TEST RESULTS**

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the student,

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

**J. ENFORCEMENT:**

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

**K. EXPENSES:**

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