

## 2019-2020 OHS Student Handbook

### *Proposed Updates*

Page	Proposed Change	Details of Change/Reasoning
Pg. 3-5	Updated Bell Schedules for: <ul style="list-style-type: none"> <li>2:00 PM Dismissal</li> <li>10:00 AM Late Start</li> </ul>	<ul style="list-style-type: none"> <li>2:00 PM dismissal schedule was updated for Wednesday early outs to remove study hall and increase instructional minutes</li> <li>10:00 AM late start schedule created, modified from a 9:30 AM late start used in previous years (Study hall was also removed for this schedule to increase instructional minutes throughout the day)</li> </ul>
Pg. 6	Updated Names for 2019-2020 BOE Members and OCUSD Staff	<ul style="list-style-type: none"> <li>Board member names were updated for the 2019-2020 school year BOE</li> <li>High School principal name was updated</li> <li>District transportation director name was updated</li> </ul>
Pg. 10	Added language for the Hungry-Free Students' Bill of Rights Act	<ul style="list-style-type: none"> <li>Language was added per IPA Legal Recommendations to include the Hungry-Free Students' Bill of Rights Act</li> </ul>
Pg. 17	Lice Policy Updated	<ul style="list-style-type: none"> <li>Language updated to reflect current approved district lice policy</li> </ul>
Pg. 18-19	Self-Administration of Medication	<ul style="list-style-type: none"> <li>Language added per IPA Legal Recommendations to include self-administration of medication</li> </ul>
Pg. 19	Designated Caregiver Administration of Medical Cannabis	<ul style="list-style-type: none"> <li>Language added per IPA Legal Recommendations to include Ashley's Law</li> </ul>
Pg. 21	Removed language about charging for lunches	<ul style="list-style-type: none"> <li>Removed all language related to student restrictions for charges at lunch per new law</li> </ul>
Pg. 41-42	Updated name of lunch system	<ul style="list-style-type: none"> <li>Updated Lunch Box to Meals Plus system to reflect the current district system</li> </ul>
Pg. 42-44	Updated Oregon Police – Student Interactions/SRO	<ul style="list-style-type: none"> <li>Updated language to include school resource officer information</li> </ul>
Pg. 48	Updated OHS Graduation Requirements	<ul style="list-style-type: none"> <li>Updated requirements to include Freshman Seminar for the incoming 9<sup>th</sup> grade class Fall 2019</li> </ul>
Pg. 55	Modified Credit Recovery Fees	<ul style="list-style-type: none"> <li>Modified language regarding fees for credit recovery to remove language that it may be refundable to the student and removed a set price</li> </ul>

Pg. 55	Updated Promotion Policy for grade 10 and 11	<ul style="list-style-type: none"> <li>• Updated previously listed 1.0 social studies requirement to .5 for sophomore standing due to the bump of the other .5 social studies credit for Freshman Seminar addition</li> <li>• Updated to 1 full social studies credit to be a junior due</li> </ul>
Pg. 59	Added Standardized Testing Information	<ul style="list-style-type: none"> <li>• Added standardized testing information to fully align with PRESS and federal law per IPA Legal Recommendations</li> </ul>
Pg. 78	Added nicotine products language	<ul style="list-style-type: none"> <li>• Added nicotine products after tobacco to include any and all e-cigarette varieties</li> </ul>
Pg. 86	Updated re-engagement of returning students policy	<ul style="list-style-type: none"> <li>• Added language about required parent attendance at student re-entry meetings following an exclusionary assignment</li> </ul>
Pg. 89-90	Added new policy for social suspension/loss of privilege (LOP)	<ul style="list-style-type: none"> <li>• OHS Handbook Committee created a new social suspension/LOP policy to provide alternatives to daily suspension from instruction and to support natural consequences to negative choices</li> </ul>
Pg. 90	Added restorative practices option	<ul style="list-style-type: none"> <li>• Added language to enable administration to utilize a toolbox of restorative practices to support student behavior change</li> </ul>

# Oregon High School

210 South 10<sup>th</sup> Street

Oregon, IL 61061

815-732-5300

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## Oregon High School Bell Schedules

### Daily Class Schedule:

1 <sup>st</sup> Period	8:05 a.m.	8:50 a.m.
2 <sup>nd</sup> Period	8:55 a.m.	9:40 a.m.
3 <sup>rd</sup> Period	9:45 a.m.	10:30 a.m.
4 <sup>th</sup> Period	10:35 a.m.	11:20 a.m.
A Lunch 11/12	11:20 a.m.	11:50 a.m.
B Study Hall 11/12	11:55 a.m.	12:25p.m.
A Study Hall 9/10	11:25 a.m.	11:55 a.m.
B Lunch 9/10	11:55 a.m.	12:25 p.m.
5 <sup>th</sup> Period/WACC Lunch & Study Hall	12:30 p.m.	1:15 p.m.
6 <sup>th</sup> Period	1:20 p.m.	2:05 p.m.
7 <sup>th</sup> Period	2:10 p.m.	2:55 p.m.

### 2:00 PM Early Dismissal Schedule:

1 <sup>st</sup> Period	8:05 a.m.	8:50 a.m.
2 <sup>nd</sup> Period	8:55 a.m.	9:36 a.m.
3 <sup>rd</sup> Period	9:41 a.m.	10:22 a.m.
4 <sup>th</sup> Period	10:27 a.m.	11:08 a.m.
A Lunch 11/12	11:12 a.m.	11:42 a.m.
5 <sup>th</sup> Period 11/12	11:47 a.m.	12:28 a.m.
5 <sup>th</sup> Period 9/10	11:13 a.m.	11:54 a.m.
B Lunch 9/10	11:58 a.m.	12:28 p.m.
6 <sup>th</sup> Period	12:33 p.m.	1:14 p.m.
7 <sup>th</sup> Period	1:19 p.m.	2:00 p.m.

**Noon Dismissal Schedule:**

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

**10:00 AM Late Start Schedule:**

1 <sup>st</sup> Period	10:00 a.m.	10:37 a.m.
2 <sup>nd</sup> Period	10:42 a.m.	11:14 a.m.
3 <sup>rd</sup> Period 9/10 A Lunch 11/12	11:19 a.m.	11:51 a.m.
3 <sup>rd</sup> Period 11/12 B Lunch 9/10	11:56 a.m.	12:28 a.m.
4 <sup>th</sup> Period	12:33 a.m.	1:05 p.m.
5 <sup>th</sup> Period	1:10 a.m.	1:42 p.m.
6 <sup>th</sup> Period	1:47 p.m.	2:19 p.m.
7 <sup>th</sup> Period	2:24 p.m.	2:56 p.m.

**1:30 PM Early Dismissal Schedule:**

1 <sup>st</sup> Period	8:05 a.m.	8:38 a.m.
2 <sup>nd</sup> Period	8:43 a.m.	9:16 a.m.
3 <sup>rd</sup> Period	9:21 a.m.	9:54 a.m.
4 <sup>th</sup> Period	9:59 a.m.	10:32 a.m.
5 <sup>th</sup> Period	10:37 a.m.	11:10 a.m.
A Lunch (11 <sup>th</sup> -12 <sup>th</sup> )	11:10 a.m.	11:40 a.m.
A Study Hall (9 <sup>th</sup> -10 <sup>th</sup> )	11:15 a.m.	11:45 a.m.
B Study Hall (11 <sup>th</sup> -12 <sup>th</sup> )	11:45 a.m.	12:15 p.m.
B Lunch (9 <sup>th</sup> -10 <sup>th</sup> )	11:45 a.m.	12:15 p.m.
6 <sup>th</sup> Period	12:20 p.m.	12:50 p.m.
7 <sup>th</sup> Period	12:55 p.m.	1:30 p.m.

**Final Exam Schedule – Day 1:**

1 <sup>st</sup> Period	8:05 a.m.	9:30 a.m.
2 <sup>nd</sup> Period	9:35 a.m.	11:00 a.m.
3 <sup>rd</sup> Period	11:05 a.m.	12:30 p.m.

*Students with excused absences during a final exam must arrange to take the exam with the teacher(s) after returning from their absence.*

**Final Exam Schedule – Day 2:**

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

*Students with excused absences during a final exam must arrange to take the exam with the teacher(s) after returning from their absence.*

**Final Exam Schedule – Day 3:**

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

*Students with excused absences during a final exam must arrange to take the exam with the teacher(s) after returning from their absence.*

## Oregon High School Handbook 2018-2019

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

### Oregon CUSD #220 Policies

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website [www.ocusd.net](http://www.ocusd.net) or at the Board office located at:

**206 S. 10th St., Oregon, IL 61061**

The School Board governs the school district, and is elected by the community. 2016-2017 School Board members are:

Bryan Wills, President  
Corey Buck, Vice President  
Mary Jo Griffin, Secretary  
David Duke, Member  
Stephanie Haugh, Member  
Molly Herman Baker Ph D, Member  
Michael Guzman, Member

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

Dr. Thomas D. Mahoney, Superintendent  
Dr. Heidi Deininger, Principal  
Mike Lawton, Athletic Director  
Shannon Cremeens, Dean of Students  
Jim Turffs, Counselor  
Jeff Schad, 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
- l. Using the network while access privileges are suspended or revoked.

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

## Equal Opportunity and Gender Equity

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) and on the district social media pages. 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.

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

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

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

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

### **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.

## **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 Grade, 9<sup>th</sup> Grade, and 12<sup>th</sup> Grade must meet the following requirements according to Illinois laws:

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

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

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

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

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

- DPT or TD- 4 or more doses with the last dose qualifying as a booster and received on or after the 4<sup>th</sup> birthday.
- Tdap – Children entering 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 in Pre K, 6<sup>th</sup> grade and older. The first two doses should be no less than 4 weeks

apart, and the third dose must be at least four months after the first dose.

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

Immunizations are available through the Ogle County Health Dept. for a minimum fee by calling 732-7330 ext.301 for an appointment; OCHD also accepts Public aid & Kid Care. Title 77: PUBLIC HEALTH

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

### Medical or Religious Immunization Exemptions

Medical exemptions for a required immunization must have a physician statement of immunity or statement of medical reason and be attached to the health examination form.

Religious objection to any required immunization requires the parent or legal guardian to complete a Certificate of Religious Exemption form which must also be signed by your health care provider.

## 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.)

### **Health Record Information**

Parents/Guardians are asked to fill out a new Health Record Information sheet each year. This form provides the important information about your child's health, allergies, special needs, etc. which helps us care for your child's health needs at school. Because children's health changes from year to year we need to have you fill out a new one at registration each year to keep us up-to-date. If significant changes occur during the school year, please keep your school nurse informed.

### **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.

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

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

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

### **Lice**

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

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

### **Reportable Communicable 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 and only if fever free. EX: cough drops, Tylenol, ibuprofen and Tums. Consent for Administration of As-Needed Medications form must be filled out and signed by the parent/guardian on line during registration.

**Guidelines for sending medication to school:**

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

**Medication Consent/Nursing Intervention**

Every 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.

**Self-Administration of Medication**

A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and

wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school

### **Designated Caregiver Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis.

*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a

student attendance at a school solely because he or she requires administration of the product during school hours.

### **Return to Learn Protocol for Student Concussions:**

Concussion symptoms may range from mild to severe and can take a few days to several weeks to heal. We take all precautions to assure that your student is getting the best individual plan, while healing from a concussion at school. Our Return to Learn Protocol is in place to help the student, parent, coach and all education personnel to follow the plan that is created by the concussion team. This team consists of the school nurse, counselor, athletic trainer, athletic director and a physician. We follow the Physician orders as well as use many other accommodations to help your son/daughter progress back to a full work load at school, while keeping symptoms to a minimum. Our priority is the student's health and need the full cooperation of the parent and student through this process.

Families will be asked to give consent to OCUSD #220 staff to disclose information regarding with appropriate persons, consistent with the Federal Health Insurance Portability and Accountability Act of 1996. Including but not limited to, the nurse, teachers, counselors, coaches, athletic trainer, athletic director and the treating physician.

Students may start on any stage of the protocol, depending on symptoms / Physician orders. ALL athletes have to go through RTP protocol with the Athletic Trainer before returning to sports. All Physician orders will supersede any/ all of the protocol accommodations.

STAGE 1	No School Attendance- <u>Emphasize total cognitive and physical rest</u>
STAGE 2	<p>Return to school with academic accommodation- may be partial days.</p> <p><u>These accommodations are self-limited to current symptoms of student:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reduced schedule/half days/ reduced time</li> <li><input type="checkbox"/> No tests or quizzes required- may attempt with reduction in content and/or extra time. May be split into several sessions</li> <li><input type="checkbox"/> Reduced or no homework- allow extra time on assignments/extended deadlines</li> <li><input type="checkbox"/> Provide copies of lecture notes/homework notes and historical guidance/examples when available</li> <li><input type="checkbox"/> Limited technology-. (cell phones, tablets, computers)- Student needs to stop activity if having symptoms. If using personal devices at school while on protocol- will be assigned to turn phone into the nurse</li> <li><input type="checkbox"/> Visual accommodations for light sensitivity- pull shades, shut some lights off</li> </ul> <p>May wear sun glasses/ preferential seating.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Noise sensitivity- leave class early for quiet passing period/preferential seating/ear plugs</li> <li><input type="checkbox"/> Allow for breaks- can be in class/nurse's office/dark meeting room in office</li> <li><input type="checkbox"/> No Pe/contact sports.</li> <li><input type="checkbox"/> Driver's Ed students – no driving with instructor while on the concussion protocol. May attend class.</li> <li><input type="checkbox"/> Student must see the nurse before leaving, due to concussion symptoms. The nurse will document and notify the parent/guardian.</li> </ul>

<p>STAGE 3</p>	<p><b>Return to school with academic accommodations- full days. Will be able to increase amount of workload from above. Work load increases as cognitive stamina improves.</b></p> <p><input type="checkbox"/> Start taking tests/quizzes- may need to reduce content and/or allow extra time. May be split into several sessions</p> <p><input type="checkbox"/> Reduced homework/assignment- allow extra time on assignments/extended deadlines-If student has several weeks of work to make up -may discuss doing essential work only.</p> <p><input type="checkbox"/> Student will start taking notes- may need to start with less amount and work up to full assignment. May get copies of notes if unable to finish –when available</p> <p><input type="checkbox"/> Limited technology- (cell phones, tablets, computers)</p> <p>Student needs to stop activity if having symptoms. If using personal devices at school while on protocol- will be assigned to turn phone into the nurse</p> <p><input type="checkbox"/> Visual accommodations for light sensitivity- pull shades, shut some lights off</p> <p>May wear sun glasses/ preferential seating.</p> <p><input type="checkbox"/> Noise sensitivity- leave class early for quiet passing period/preferential seating/ear plugs</p> <p><input type="checkbox"/> Allow for breaks- can be in class/nurse’s office/dark meeting room in office</p> <p><input type="checkbox"/> No or limited PE at this stage – per Dr’s order No contact sports.</p> <p><input type="checkbox"/> Driver’s Ed students – no driving with instructor while on the concussion protocol.</p> <p><input type="checkbox"/> Student must see the nurse before leaving, due to concussion symptoms. The nurse will document and notify the parent/guardian.</p>
<p>Stage 4</p>	<p><b>Return to full day- symptom free:</b></p> <p><input type="checkbox"/> Resume normal academic load</p> <p><input type="checkbox"/> May drive in Driver’s Ed.</p> <p><input type="checkbox"/> Athletes- start Return to Play Protocol (RTP)</p>

## 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 resource. These can include library books, magazines, textbooks, audiobooks, and any other resource that may be checked out by students. Weekly statements are given to students reminding them of overdue books or fines. Students have 30 days to return the resource before it is marked lost. Lost, overdue, and fine letters are mailed home at the end of each semester, or twice a year. Fines are added to PowerSchool at this time. If the resource is marked lost, a student has 30 days to return the resource. Once the item has been replaced, no refunds will be issued. If a resource is damaged, and the full cost of replacement has been satisfied, that resource will be given to the student.

If a book is borrowed from an outside library, and the book is lost or damaged, replacement cost and any processing fees are determined by outside library. No refunds will be issued under any circumstances once the fee has been paid.

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



## Lunch/Free and Reduced Price Meals

Lunch/Free and Reduced Price Meals It is the policy of the Food Service Department of the Oregon Community School District to recognize the parent/guardian's responsibility to provide a lunch for their children either by sending a cold lunch from home or assuring they are provided with lunch money on a daily basis. Proper nutrition is essential for learning to occur.

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

- Funds must be deposited into a student's account prior to purchasing any item in the school cafeteria.
- Deposits may be made at any District School Office.
- Meals payments may also be made using 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.

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

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

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

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

*Charging Policy O.C.U.S.D If a student's account balance does not have sufficient funds to purchase a meal the student will be allowed a maximum of \$5.50 in meal charges (two lunches). When students exceed the \$5.50 meal charge they will not be able to charge food but will be provided an alternative meal. An alternate meal consists of a cheese sandwich, carrot sticks, and milk. Alternative meals will be given for a period of 5 days or until the charge is paid.*

*After which time, it is the parent/guardian responsibility to provide a sack lunch for the student. No charging is allowed at the OHS Ala Cart line.*

Free and Reduced Price Meals Applications for free and reduced price meals for each school year be available four weeks before the start of the next school year at [www.lunchapplications.com](http://www.lunchapplications.com) (sometime in mid-July-no applications will not be accepted before that time)

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

### **Parent Concerns**

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

### **Pest Requirement Information**

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

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

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to

the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.<sup>1</sup>**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. This includes the State assessment that includes a college and career readiness determination. 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 these scores from a student's academic transcript, the parent/guardian or eligible student must submit a written request to the building principal.

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

- 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>2</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 student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's**

temporary record which such individual may obtain through the exercise of any right secured under State law.

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

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

## **Teacher Qualifications**

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

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

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

## Threats

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

## Textbooks

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

<u>Damages</u>	<u>Fine or Percentage of Total cost of Textbook</u>
1. Missing pages	100%
2. Ink/Highlighter Markings	\$5.00 per page
3. Obscenities (written or drawn)	100%
4. Water Damage	100% inside spine
5. Missing One Barcode	\$5.00
6. Book Rebinding	\$35.00 or current rate
7. Textbook Overdue Fine (DLR/OHS)	\$5.00
8. Torn Page	\$1.00 per page
9. Damages that prevent reuse	100%

## **Oregon High School: 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.

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. 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 that may be available to Oregon High School students:**

Academic Bowl	Bass Fishing Club*	Book Club
Chess Club	Club 9	Drama Club
Dungeons & Dragons	Fellowship of Christian Athletes*	
FFA	Fiber Arts	Game Club
Health Careers Club*	Jazz Band	Yearbook
International Club*	Madrigals	
National Honor Society	Student Council	

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

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

## **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 fall to mid-thigh. Tube skirts are not allowed. Pants must be worn at the waist. All shirts with buttons must remain buttoned up and worn throughout the dance. 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;
  - 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 or Blackhawk Center.

## LUNCH/CAFETERIA

The *Oregon Community Unit School District Food Service Department* uses the Meals Plus system for meal accountability. Meals Plus 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 ***Meals Plus*** 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, 815-732-5300. 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.

## SCHOOL RESOURCE OFFICER/ POLICE – SCHOOL INTERACTIONS

The school administration and staff will work cooperatively with law enforcement officials toward maintaining a safe and orderly school environment. Oregon CUSD #220's School Resource Officer (SRO) Program is a joint program between the Oregon Police Department and the Oregon School District, which provides a full-time officer for all of the Oregon schools, K-12. The purpose of the SRO is to build relationships between law enforcement and the school and to create and maintain a safe learning environment for the schools' students, teachers, staff and daily visitors. The officer will provide

assistance with investigations related to the Oregon Schools and will work with school staff on enforcing the guidelines laid out in the schools' student handbooks. The SRO can also provide law-related education within the classroom. The SRO has an office at Oregon High School and is available for meetings with any parent, teacher, or student in any of the Oregon Schools.

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

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

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

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

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

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

## **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.

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**

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).

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 to 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.

### **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.

## Oregon High School Academic Information

### COURSE REQUIREMENTS FOR GRADUATION

Students must attend eight semesters before graduating in addition to meeting the following course and credit requirements. All individuals must be enrolled as full-time students except for fifth-year students or students approved for a reduced schedule due to work. Full time students must enroll for a minimum of seven credits each semester.

	2020	2021	2022	2023
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
HUMANITIES/VOCATIONAL EDUCATION	2	2	2	2
Freshman Seminar	0	0	0	.5
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 Education, Ag Business, or Social Entrepreneurship.

\*\* The requirement starting with the Class of 2011 through the Class of 2019 will be successful completion of one credit of World History and one credit of U.S. History.

\*\*\*The requirement starting with the class of 2020 and beyond will be successful completion of a half credit of Civics course and a half credit of World History. Freshman Seminar is an additional required starting with the Class of 2023.

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.

## FINAL EXAMS

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

## 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)

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

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

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

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

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

## PASS/FAIL 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:

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

## Weighted Grades

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

Regular/Basic Level	Honors Level	A.P./College Level
A – 4.0	A - 4.5	A – 5.0
B – 3.0	B - 3.5	B – 4.0
C – 2.0	C - 2.5	C – 3.0
D – 1.0	D - 1.5	D – 1.0
F – 0.0	F - 0.0	F – 0.0

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

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

## **GRADE REPORTING**

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**

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

Summa Cum Laude: 4.0 and above  
Magna Cum Laude: 3.75-3.99  
Cum Laude: 3.5-3.74

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

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

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

## **Honor Roll**

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

## **Homework**

There are four reasons teachers assign homework:

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

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

## **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.

## Online Classes and Credit Recovery

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

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

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

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

- Students will be required to follow the timelines as defined by the teacher with the Illinois Virtual School. Extensions will be at the cost of the family, if requested.



- Students may use time outside of school to complete coursework. Students may also work in their extra time at school or during their study hall.
- Students will not be allowed to drop online courses unless it is approved by a counselor and principal, and students will be accountable for any drop fees.
- Fees will be assessed for the cost of the online class and are the sole responsibility of the student.

### **Premier Scholars**

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

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

### **Dual Credit Opportunities**

Students at Oregon High School have an opportunity to enroll in dual credit courses in the 11<sup>th</sup> and 12<sup>th</sup> grade. A list of dual credit opportunities can be found in the annually published Course Guide available online or in the OHS Counseling Department.

### **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 & .5 Social Studies; to be a junior you must have 12 credits comprised of at least 2 credits each in English, Math, Science and 1 credit Social Studies; to be a senior 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

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

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

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

the student being unable to graduate (student must be in the 11th or 12th grade).

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

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

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

### Schedule Changes

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

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

### School Intervention Program

Oregon High School will provide a school intervention program for students requiring additional supports. Supports include, but are not limited to, assistance with making up missed assignments, re-testing, or a space for

students needing a break from a class period. All school policies, including the school-wide cell phone policy, will be implemented in the School Intervention Program. Students unable to manage behaviors in the classroom will be sent to the office.

### Sex Education Instruction

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

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

### OHS Silver Service Program

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

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

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

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

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

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

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

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

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

## Standardized Testing

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

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

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

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

## Student Withdrawal Procedure

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

Should the textbook be damaged in any way, the student will be charged by the main office.

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

If a student enters during first semester, the full fee is charged. If the student enters school after the first semester,  $\frac{1}{2}$  the fee is charged. Refunds will be handled on the same basis. No refunds will be given to any student who drops out of school who does not transfer to another school.

### **Oregon High School Attendance Information**

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

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

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

**Students are expected to attend school regularly and are bound by the Illinois School Code, chapter 105, article 5/26-1:**

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

**Truancy: students 17 years of age and older:**

For any and all truancy, parents shall be notified. School Consequences will remain the same and interventions will be put into place.

**All truancy offenses: 4-hour Saturday School, Parent-Teacher Conference**

### **Pre-arranged Absences/Vacations**

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

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

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

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

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

## **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**



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

### **Attendance and Co-Curricular Activities**

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

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

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

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

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

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

### **Tardy to School or Class**

Students are required to be to each class by the start of class. Timeliness is important to ensure students are not missing instructional time. The following consequences will be assigned for all tardiness to class:

- 1<sup>st</sup> Offense: Warning
- 2<sup>nd</sup> Offense: Warning
- 3<sup>rd</sup> Offense: PM Detention
- 4<sup>th</sup> Offense: PM Detention
- 5<sup>th</sup> Offense: 2-hour Saturday School
- 6<sup>th</sup> Offense: 2-hour Saturday School
- 7<sup>th</sup> Offense: 4-hour Saturday School
- 8<sup>th</sup> Offense: 4-hour Saturday School

Consequences of further offenses may be determined by administration.

Tardy counts will be reset at semester.

#### **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
- 4<sup>th</sup>-5<sup>th</sup> Offenses:** 2-hour Saturday School, behavior contract, parent contact
- Further Offenses:** 4-hour Saturday School, Parent Conference

#### **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.

### **Attendance Accommodations for Mothers of Infants**

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

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

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

### **Medical Recommendations for Homebound Instruction**

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

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

For information on home or hospital instruction, contact the Oregon High School office.

## **Oregon High School Student Behavior Policies**

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 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 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 in the student's backpack and turned to off or silent when a student enters a classroom. No cell phone, headphones, or other electronic devices may be visible or used by a student at any time during a class period. This includes the use of smart watch technology during class time.

*Teachers may have classroom activities that include the use of technology. In that case, students will be able to have their devices out during class, as prompted by the teacher.*

If a student is found to violate the school wide technology policy:

First Offense: turn in phone to office 1 day

Second Offense: turn in phone to office for 3 days

Further Offenses: 4-Hour Saturday School

*Refusal to turn in phone or put away per teacher prompt will result in a 4-hour Saturday School.*

\*In the event of an emergency, administrators may grant permission to use such items, but students must be excused to the hallway or office to use their device.

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

### 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, Saturday school, 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 members or students, will be subject to the following discipline:**

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

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

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

## Fighting On or Near School Property

Note: Any student who willingly participates in a fight or purposely incites a fight at school may 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: Saturday school or 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, Saturday school.

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

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

### **False Fire Alarm**

All Offenses: 1-10-day suspension and possible 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.

## Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

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

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

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

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

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

**Complaint Managers:**

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)

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying

for purposes of determining any consequences or other appropriate remedial actions.

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

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

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 an issue of a Cease and Desist Notice in addition to a warning, detention, Saturday school, suspension, and/or referral to the Board of Education for expulsion depending on the severity of the act.
- 4) When warranted, police may be contacted.

### **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 hats or any three-dimensional head pieces inside the school building.
- Students may not wear sunglasses in the building unless approved by the school nurse. These items may be worn to school but upon entry should be removed.
- Students are not to wear clothing with inappropriate pictures or slogans, clothing promoting use of drugs, alcoholic beverages, disrespect, gangs, obscenity, vulgarity, violence, suggestive messages, or offensive depictions. If there is a question about an item, please contact the principal.
- Short shorts or skirts (a third of the way down the thigh is appropriate), halter-type tops (razor back tops with appropriate coverage will be allowed), 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) 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 the School Intervention Program 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: Detention, Saturday school, suspension, parent notification.

2<sup>nd</sup> Offense: 1-10 day out of school suspension and possible recommendation for expulsion.

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

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

### **Possession and/or Use of Tobacco/Nicotine Products**

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

All Offenses: Saturday school or suspension and the Oregon Police Department will be notified.

### **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.

### **Public Display of Affection**

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

Further Offenses: detention, Saturday school.

### **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.

### **Skiping Detention**

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

Skipped Detention:

- First offense: 2 PM Detentions
- Second offense: 2-hour Saturday School
- Third offense: 4-hour Saturday School

Offenses will reset each semester.

### **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.

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

All Offenses: Saturday school, 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.

### **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: Saturday school 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: Detention, Saturday School, 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, Saturday 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, School Intervention Program or other appropriate discipline.

### **Level II Discipline Assignments**

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

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. School Intervention Program.
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.

### **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 after the school day has ended.
- PM Detentions are served from 3:00-3:45 pm.
- 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 must notify coaches or advisors if they will arrive late to practices.
- Transportation after a detention is the student/parent(s) obligation. On certain days, an activity bus may be provided.
- Students are to bring study materials with them. Talking, sleeping, and disruptive behavior will not be tolerated. Cell phone or other technology use will also not be allowed.
- Students will be required to complete a restorative worksheet as an exit slip from detention.
- 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 multiple detentions will face Saturday School.

### Saturday School Rules

- Certain rule infractions will result in students assigned a 2- or 4-hour Saturday School.
- Students may not possess cell phones during Saturday School. They must be left at home or turned into the supervisor for the time served.
- It is the responsibility of the student to inform his/her parent(s) when they receive a Saturday School.
- Students must notify coaches or advisors if they will arrive late to practices or events.
- Transportation to and from a Saturday School is the student/parent(s) obligation.
- Students are to bring study materials with them. Talking, sleeping, and disruptive behavior will not be tolerated. Cell phone or other technology use will also not be allowed.
- Students will be required to complete a restorative worksheet as an exit slip from Saturday School.
- Students tardy to Saturday School will make up the time as determined by the supervising teachers. In most cases, students will not be permitted to serve the Saturday School and additional disciplinary consequences will result
- Dismissal from the classroom for misbehavior will result in additional disciplinary measures as determined by the administration.
- Cut 2-hour Saturday School will result in a 4-hour Saturday School. Cut 4-hour Saturday School will result in two 4-Hour Saturday Schools. Future cuts will result in a required Parent Teacher Conference and may result in additional consequences as assigned by school administration.

- **Students who fail to comply Saturday School rules, or refuse to serve a Saturday School will receive 1-3 days out of school suspension.** School administration may provide a student with the opportunity to attend the Alternative to Suspension program.

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

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

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

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

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

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

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

- When a student is suspended from school, he/she may not participate in or be present at any school activity or event and is prohibited from being on school property. Procedure for initiating a review will be explained in the letter informing the parent of

suspension. All tests and quizzes must be taken on the day the student returns.

- If a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

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

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

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

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

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

### **Student Rights in Disciplinary Procedures**

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

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



- 2) All requests for review shall be made by the parent or guardian within five (5) days after receipt of notice of suspension and shall be made to the person ordering the suspension.
- 3) The parent or guardian requesting the review shall appear and discuss the suspension with the hearing officer appointed by the Board and may be represented by counsel. Hearings shall be held within five (5) days after receipt of the request for review.
- 4) Thereafter, the hearing officer shall report to the Board, by written summary, the evidence heard at the meeting.
- 5) Upon receipt of the report, the Board may take such action as it finds appropriate.

### **Expulsion by the Board of Education**

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

#### **Expulsions**

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

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

- 1) Upon the recommendation of the Superintendent, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s) or legal guardian(s) of the student have been requested to appear at a

meeting with a hearing officer, appointed by the Board of Education, to discuss their child's behavior. Counsel may be present as well. Such a request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The hearing officer at such meetings shall state the reasons for expulsion and the date on which the expulsion is to become effective.

- 2) The Superintendent shall communicate the results of the hearing and action of the Board to the parent(s) or legal guardian(s) by registered or certified mail.
- 3) When a student's misconduct or disobedience is such that an expulsion hearing will be held, the student will be suspended up to ten (10) days pending the Board hearing.
- 4) When a student is suspended from school, he/she may not participate in or be present at any school activity or event and is prohibited from being on school property through the term of the expulsion.
- 5) When a student returns from an expulsion, administration and counselor will work with the student to develop a transition plan for their return to the high school.

Public Act 97-495: Educational Rights of Expelled Students

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

### **School Service Program**

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

- School officials shall determine service projects needing to be done.

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

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

### **Social Suspension/Loss of Privilege**

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

Examples of infractions that may result in social suspension or LOP as assigned by administration:

- Missing one or more assigned detentions or Saturday school assignments
- Excessive tardiness to class
- Skipping classes
- Unexcused absences or truancy
- Repeated infractions of student handbook policies

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

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

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

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

### **Restorative Practices**

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

### **Oregon High School 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.
- 3) The Oregon Police Department will be contacted for all offenses.

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

- 1) Immediate 10-day out-of-school suspension, a school board hearing to consider expulsion.
- 2) The Oregon Police Department will be contacted for all offenses.

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

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

## **Extra-Curricular Activities Policy of Oregon School District #220**

### Preface:

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

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

participation in school-sponsored extracurricular activities shall be contingent upon adherence to such Code of Conduct and Testing Program.

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

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

*Board of Education of Independent School Dist. No. 92 v. Earls*, 536 U.S. 822, 122 S.Ct. 2559 (2002). *Clements v. Board of Education of Decatur*, 133 Ill.App.3d 531, 478 N.E.2d 1209 (4<sup>th</sup> Dist. 1985). *Kevin Jordan v. O'Fallon THSD* 203, 302 Ill.App.3d 1070, 706 N.E.2d 137 (5<sup>th</sup> Dist. 1999). *Todd v. Rush County Schools*, 133 F.3d 984 (7<sup>th</sup> Cir. 1998). *Vernonia School Dist. 47J v. Acton*, 515 U.S. 646, 115 S.Ct. 2386 (1995).

**Board Adoption Date:** May 15, 2006 **Effective Date:** 2006-2007 School Year

**Academic Eligibility for 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-Thursdays)

### **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.

#### Return to Play Protocol:

		Functional Exercise at each stage of RTP	Success goal of each stage
<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. Agility drills, Sports specific drills (No heading). Drills with a rotation component	Add more advanced movements without 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

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

#### **UNACCEPTABLE BEHAVIOR**

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

away from the game

- 11) Use of noise makers, whistles, compressed horns, cow bells
- 12) Throwing of objects- coins, pop containers, papers, etc.
- 13) Being on the premises of a contest while under the influence of alcohol or illegal substances;
- 14) Unauthorized entry into any contest.

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

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

### **I. GENERAL PROVISIONS**

#### **A. ADMINISTRATION:**

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

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

1. Seasonal Activities: Academic Bowl, Baseball, Basketball, Bowling, Cheerleading, Color Guard, Cross-Country, Dance/Poms, Football, Golf, Marching Band, Soccer, Softball, Statisticians, Theatre Productions, Track, Volleyball, WYSE, Wrestling

2. Non-Seasonal Activities: Adventure Club, Band, Choir, FFA, Health Careers, International Club, Key Club, Jazz Band, Spirit Squad, Student Council, Yearbook, Class Officers, plus any other group sanctioned by the Board of Education.

C. WHEN IN EFFECT:

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

D. CONSENT FORM:

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

### **Use of Social Media by Students Participating in 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, including vapor devices.
3. Commission of theft, vandalism, trespass, or other conduct that is a violation of the criminal code, with the exception of minor traffic offenses;
4. Participation in, encouragement of, or facilitation of hazing.
5. Participation in, encouragement of, or facilitation of flagrantly inappropriate behavior.
6. Behavior that constitutes gross disobedience or misconduct under the Board Policy addressing Student Discipline (**7:190**).

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

1. If an administrator, coach, or advisor witnesses an offense, as defined above, the student shall be presumed to have committed the offense.
2. If a non-school adult who is supervising an activity witnesses an offense, he/she is encouraged to report the violation to the administrator in charge who will immediately investigate the potential offense. The investigating administrator shall determine

whether or not the offense occurred and report the finding to the student's building Principal.

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

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

When the Principal and the Activities Director determine that a student has committed one of the offenses listed in Subsection II.B. above, after determining that the student has not provided a satisfactory explanation for the behavior or positive test result, and the offense constitutes the student's

first offense during his/her extracurricular career with the Oregon Community Unit School District #220, the following shall apply:

1. The student's parents or guardians will be contacted by Principal or designee and shall receive, by regular mail, written notice that the student has been found to have committed an offense, the type of offense committed.
  2. The student, along with their parent/guardian, shall be required to meet with the Principal and/or designee to discuss the violation.
  3. The student must successfully complete all recommendations of the administration.
  4. A student who has committed an alcohol or controlled substance related offense shall enroll in and complete a formal evaluation at a drug treatment facility (with the exception of a student determined to be a violator of the nicotine possession or use rule). The Principal must receive a copy of the follow-up referral form from the facility before privileges can be reinstated. Recommendations stated on the follow-up referral form must be started before privileges will be reinstated. Any costs associated with the implementation of the recommendations shall be the responsibility of the parent/guardian. Failure to complete or participate in this evaluation will result in a one year suspension from 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 suspended from Non-Seasonal Activities and/or competitions for 30 participation days. Participation days for Non-Seasonal Activities are days when school is in session. For band and choir, if no state or conference sanctioned event is held within these 30 days, then the student shall be suspended from the next such event.
- 3) Seasonal Activity  
The student will be suspended from competition in his/her activity for twenty-five percent (25%) of the contests allowed by the Illinois High School Association in the season bylaws. If there is less than 25% of the contests remaining in the season at the time of the infraction, the remaining percentage amount shall carry over to the student's next activity. Students simultaneously participating in Non-Seasonal and Seasonal Activities will be subject to consequences in both categories.
- 4) A student who has committed an alcohol or controlled substance related offense shall enroll in and complete a formal evaluation at a drug treatment facility (with the exception of a student determined to be a violator of the nicotine possession or use rule). The Principal must receive a copy of the follow-up referral form from the facility before privileges can be reinstated. Recommendations stated on the follow-up referral form must be started before privileges will be reinstated. Any costs associated with the implementation of the recommendations shall be the responsibility of the parent/guardian.



Failure to complete or participate in this evaluation will result in a one year suspension from extra-curriculars.

- 5) The appropriate coach/advisor shall determine if the offender shall be entitled to participate in practices during a suspension period. This decision shall be made by the coach in consultation with the Activities Director and Principal.
- 6) A student participating in a uniformed activity who is serving a suspension from extracurricular activities under this Code of Conduct and Drug and Alcohol Testing Program may sit with the club/team at the coach's discretion, but shall not dress in full uniform.
- 7) A student who has committed an offense is not eligible for Oregon School District awards or honors in the activities he/she was participating in at the time of the offense. The student may receive his/her numerals or letter, if he/she has met the criteria prior to committing the offense.

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

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

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

can be reduced to 60 participation days. Students simultaneously participating in Non-Seasonal and Seasonal Activities will be subject to consequences in both categories.

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

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

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

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

- 2) The student shall be suspended from participation in all sports and school-sponsored extracurricular activities for the remainder of the student's education in the Oregon School District.

**G. APPEAL PROCESS:**

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

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

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

TO FURTHER ITS LEGITIMATE CONCERNS WITH REGARD TO PREVENTING, DETERRING, AND DETECTING DRUG USE AND PROTECTING THE SAFETY AND HEALTH OF ITS STUDENTS, THE BOARD OF EDUCATION HAS ADOPTED THE FOLLOWING DRUG AND ALCOHOL TESTING PROGRAM, WHICH SHALL APPLY TO ALL PARTICIPANTS IN SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITIES IN GRADES 6 THROUGH 12.

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

1. During the school year, all participants in extracurricular activities will be subject to the possibility of being randomly tested for the controlled substances listed in subsection II.B.3. above. Once placed

on the random list, participants will remain in the random drug testing pool until graduation from high school. Testing will be conducted at random, unannounced times. The Superintendent or his/her designee shall assign each participant a number for the time period in which the policy is in effect. Personnel at the drug testing facility will select randomly the numbers of those students who are to be tested. The numbers will be computer generated. Random selection of numbers will not occur on the same day each week.

2. A drug test conforming to the procedures listed in Subsection IIIB below shall be conducted separately of the physical examination when such a physical examination is required by law or Board policy for participation in a school-sponsored extracurricular activity. Please note, this test shall be required annually, with reference to the school calendar, and must have yielded a negative result before a student may participate in a game or contest.

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

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

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

**C. NON-COMPLIANCE:**

If an extracurricular participant refuses to be tested or is in school on the day to be tested but does not show up at the scheduled time, unless excused by the Activities Director and/or Principal, the participant will be given an

opportunity to explain his/her refusal or failure to appear. If the Principal or the Activities Director determines, after hearing the participant's explanation, that it is inadequate, the participant will be considered a positive test and will be subject to the consequences specified in Subsections II.D., II.E., and II.F. above. Any extracurricular participant selected for testing who is in attendance on the day of testing and leaves campus/school before completing the test will be considered a positive test, unless excused by the Activities Director and/or the Principal, and will be subject to the consequences specified in Subsections II.D., II.E., and II.F. above. Any extracurricular participant that has a test which is determined to have been altered or "masked" in any way shall be considered a positive test and will be subject to the consequences specified in Subsections II.D., II.E., and II.F. above.

**D. MEDICATION:**

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

**E. TESTING FACILITY:**

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

**F. NOTICE OF NEGATIVE RESULT:**

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

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

If a student's sample tests non-negative under the GC/MS test, the student and his/her parents/guardians shall be notified by phone or personal contact of the results by the Principal and/or Activities Director. The student and his/her parents/guardians shall be given the opportunity to provide the Medical Review Officer with information explaining the non-negative result. The student shall be eligible for continued participation in extracurricular activities until the Medical Review Officer makes a ruling. If a satisfactory explanation is

not made to the Medical Review Officer, the test result will be considered positive and the student shall be subject to the consequences of the offense specified in Subsections II.D., II.E., and II.F. above. A student who tests positive may be tested each time the random drug tests are administered thereafter for one calendar year.

#### **H. 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.

#### **I. CONFIDENTIALITY OF TEST RESULTS**

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

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

Nothing contained in the Code of Conduct and Drug and Alcohol Testing Program shall prohibit or limit the application of Oregon School District's regular student disciplinary rules and regulations to students, except as

described in Subsection III.I. above. The provisions of this Code of Conduct and Drug and Alcohol Testing Program are considered an addition to all other rules and regulations governing student conduct and discipline.

**K. EXPENSES:**

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