

*Oglesby Public  
Schools  
District #125*



**Parent-Student Handbook  
2011-2012**

# Oglesby Public Schools

## District #125

755 Bennett Avenue  
Oglesby, IL 61348  
www.ops125.net

### Board of Education

James Knoblauch, President	Douglas Kramarsic
Michael Porter, Vice President	Roger Miskell
James Clinard	Marc Strand
Robert Etzenbach	Traci Tomasson, Board Secretary

### Administrative Staff

Mr. Michael Pillion	Superintendent
Mrs. Cindy Pozzi	Principal

### District Schools

Lincoln School	Preschool	883-9137
	Kindergarten - Grade 5	883-8932
Washington School	Grade 6 - Grade 8	883-3517

The Oglesby School Board of Education meets the third Wednesday of each month at Lincoln School. The meetings start at 5:30 p.m. and are open to the public.

An individual wishing to address the Board at any scheduled meeting is required to request to have the opportunity no less than 48 hours prior to the scheduled meeting. This can only be done through direct contact with the Superintendent or his designee. The individual seeking to address the Board is also required to inform the Superintendent of the topic to be discussed at the time of his or her request.

**Disclaimer:** District #125 has included information within this handbook that represents the status of rules and policies at the time of its approval. There may be changes made during the course of the school term in either policies or procedures as deemed appropriate by the Board and Administration. These changes will be communicated to parents and students should they occur.

**OFFICE OF THE SUPERINTENDENT  
OGLESBY PUBLIC SCHOOLS  
DISTRICT #125  
Fall 2011**

Parents/Guardians:

I would like to take this opportunity to welcome you and your child to Oglesby Public Schools. I look forward to a cooperative relationship between school and home to help in the learning experiences of your child while here at Oglesby Public Schools.

It is our intent to introduce you to the Oglesby Public Schools through the preparation of this Parent-Student Handbook. The handbook is comprised of school policy and procedures that are reviewed yearly by the parent/teacher advisory committee and developed within school board policy guidelines. Though it does not contain all District policies and procedures, it is intended to be a reference for parents and students to keep you informed. Hopefully, the information contained within will provide you with answers to many of the general questions pertaining to our school system.

This handbook is provided to the students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress, and at the same time establish and maintain a safe school environment to help ensure all students reach their potential and enjoy the supportive surroundings our schools have to offer.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of school personnel to work with the parents, students, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, the age and maturation of the student, any mitigating circumstances, and the effect of the student's actions on the school community.

Parents and students are urged to read through this handbook carefully and be sure your child/children are familiar with the rules and know that you also support them. This handbook, written in conjunction with our District Board Policy Manual, provides you with a framework of the rules which govern our school district. It does not contain all District policies and procedures, but is intended to be a primary reference for parents and students. During the course of the school term the District handbook or policy may be amended without notice. A current copy of the District Board Policy Manual is available at the District Office.

Sincerely,

Mr. Michael J. Pillion  
Superintendent

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## **Introduction**

Following the introduction, the information within this handbook is presented in two general sections. The first section of this handbook lists and explains many of the District's general procedures in carrying out its mission. The procedures (guidelines) included are for both school sites unless noted otherwise.

The second general section of this handbook provides a number of School Board Policies and State Laws that affect our schools. These are presented to inform you of some of the important requirements that the schools must follow.

## **School Philosophy**

The Board of Education of Oglesby Elementary School District #125 recognizes, as elected members of this Board, that they are obligated to the youth and adults of our school district to ensure that the educational needs of the community are met within the rules and regulations set forth by the State of Illinois.

The Board of Education is committed to a philosophy of service to our District's children. As such, the Board will strive to provide leadership that will foster continuing improvement within all aspects of the educational environment provided including the maintenance and improvement of facilities as well as programming. The objective of the Board is to satisfy the identified educational needs and concerns of the District. The responsibility to assist students in realizing their potential in areas associated with their intellectual, social, civic, and physical development is of paramount importance to the Board of Education.

As such, the energies of this Board will be focused on ensuring that each school, its teachers, administrators, and support personnel will be provided with the needed curriculum materials, and instructional supplies required to successfully prepare our student population in becoming life-long learners.

## **Vision**

The vision of Oglesby Elementary School District #125 is to provide each of its students with an appropriate and diverse instructional program, which will begin to open the doors to their future development as citizens within a democracy.

## **Mission**

All children can learn. It is the mission of Oglesby Elementary Schools to present opportunities for children to grow and develop as emerging learners within a complex society. We will provide a learning environment which is conducive for learning and which allows for personal development to take place. District personnel will strive to provide the children with those ingredients needed to build a solid foundation as each child evolves into a life-long learner.

## **Goals and Objectives of Oglesby Elementary Schools**

Oglesby Elementary School District #125 is committed to providing the community's children with a set of learning experiences that will foster and develop the students and enable them to evolve into life-long learners. Each of these goals and objectives is global and it is important to note that each is developmental in nature. This infers that the learning experiences will be tailored to the educational level and age of the District's children.

Specifically, it is the task of the schools and each of its staff members to contribute to the growth and development of each child by assisting them to do the following things:

1. Develop a knowledge and understanding of the social and physical world in which he/she exists: i.e. knowledge and understanding of nature, human relations, the process of change in a modern society, identifying and coping with problems which exist in a contemporary life, and career/vocational opportunities available.
2. Develop an increasing mastery of skills associated with the major content areas of reading,

language, math, science, and social science, while demonstrating their value as tools for better living.

3. Develop an awareness and understanding of wellness as it relates to physical, social, and emotional well-being. At the same time introduce skills that will help ensure that students have the ability to make appropriate adjustments as they experience growth and maturity.
4. Develop a positive self-concept, which will allow for personal growth, develop a healthy sense of respect for his/her abilities, and provide opportunity for each individual to actuate his/her potential without exhibiting a sense of either superiority or inferiority.
5. Develop an appreciation for individual differences and cooperative living in a democratic society.
6. Develop a range of aesthetic appreciation for the creative arts and interests that will serve as resources for leisure activity and enrichment of one's personal life.
7. Develop an understanding of the responsibilities associated with citizenship: at school, at home, within the community, and other situations one may face in a democratic society.
8. Develop a gradual sense of independence through a careful nurturing of each individual and his/her skills and gifts.
9. Develop a sense of the role technology plays in educational development.

#### **Accommodating Individuals with Disabilities**

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

#### **Asbestos Notification**

This notice is being included within the school handbook in compliance with the Environmental Protection Agency mandate that the local school system inform the community that the asbestos management plans are available in the school offices for inspection. Interested parties or individuals may examine these plans during the normal school hours from 8:00 a.m. to 4:00 p.m.

Both Oglesby Schools were reinspected as part of its asbestos inspection program in compliance with the AHERA Act. Both Lincoln and Washington Schools meet all requirements as set by the Environmental Protection Agency.

Should you have any questions regarding the asbestos management plans of Oglesby District #125, please call the District Office at 883-9297.

## District #125 Procedures

### School Days

#### *Preschool*

There are morning and afternoon classes. The preschool program housed at this location is currently servicing children from Tonica, Deer Park, Lostant, Oglesby, Cedar Point, Waltham, and Utica.

<u>Lincoln School</u>	<i>(Preschool thru Grade Five)</i>	
<b>Morning Preschool</b>		<b>8:30 A.M. - 11:30 A.M.</b>
<b>Afternoon Pre-School</b>		<b>12:00 P.M. - 3:00 P.M.</b>
<b>Kindergarten</b>		<b>8:45 A.M. - 3:15 P.M.</b>
<b>Grades One through Five</b>		<b>8:45 A.M. - 3:15 P.M.</b>
<u>Washington School</u>	<i>(Grades Six through Eight)</i>	<b>8:45 A.M. - 3:20 P.M.</b>

Students are **not to arrive at school prior to 8:15 A.M. in the morning.** Oglesby Schools provide certified personnel to supervise the students beginning at that time. When students arrive at school, they are to report to the gymnasium or assigned area. Bus students are to report directly to the gym when they are dropped off at school. Students may choose breakfast at Lincoln, and a grab and go breakfast is available at Washington. Parents who pick up their children at the end of the day should arrive after 3:15 at Lincoln. Parents are reminded to keep their child's teacher informed of their child's dismissal procedure. This would include writing a note/placing a phone call to alert teacher to change routine of student either dismissed by bus, as walker, pick-up by parent, part of the Y program, etc. Please be sure to let the teacher know by note or contact with the teacher. If student is a bus rider, teacher will dismiss student to the bus unless contacted by the parent.

### Student Absence

The school office should be notified by 9:00 A.M. if your child is absent from school on that given day. Please call any time after 8:00 a.m. to inform the school of absences. If you do not inform the school of your child's absence, the school secretary will attempt to reach the parent/guardian by calling the homes or work places of parents or guardians of children not in attendance by 10:00 A.M. each day. When your child returns to school, he/she should bring a note from home and turn it in to the homeroom teacher. The teacher will note the date of the students return in his/her attendance records. Absences for reasons other than illness should be communicated to the building principal. Parents are discouraged from holding students out of school for non-medical or non-emergency situations.

If a student is unable to participate in physical education or recess for up to one week, a note from the parent/guardian must be turned into the teacher. If a student cannot participate in physical education or recess for more than one week, a written doctor's excuse is required. Failure to follow these guidelines will cause a student to be penalized on his/her physical education grade due to his/her not participating.

In the event of illness or injury to a student, parents will be notified immediately! Therefore, it is important that the parents have emergency numbers on file in the school office. No student will leave the building unless accompanied by a parent/guardian/designated adult.

Please update the school periodically throughout the year if the emergency contacts change. This needs to be done for accuracy for the AlertNow System as well as Teacher Ease. It is very important for the school to have current information in the event of an emergency.

The school will follow these steps when any type of emergency situation arises with a student:

1. An attempt will be made to reach parents either at work or home.
2. If the school is unable to reach the parents, the person listed as the emergency contact is called.
3. If neither of these people can be reached, the ambulance service will be notified if the emergency is medically related.

The school nurse will generally be the person contacting parents/guardians in the event of medical emergency. Under certain circumstances, the schools may require parents/guardians to present medical documentation of physical or emotional conditions causing a student's absence (i.e. if a student is absent 3 consecutive days without medical intervention or a student who has established a pattern of absenteeism, which exceeds 10 % of school days enrolled without valid medical excuse).

**-No student will be released to an adult not listed on the emergency form housed in the school office unless the parent/guardian has notified the office of the change.**

**-Parents/Guardians are reminded that it is very important to keep the school office informed about changes in the person to contact in the event of an emergency. Please call the Washington School office to update contact information (883-3517).**

### Make-up Work after Absences

When a student is absent he/she is expected to make up the missing assignments. Parents may request their child's homework assignments in the morning and an assignment sheet will be circulated and/or prepared by the teachers.

All assignment sheets and/or books will be in the principal's office by 3:20 p.m. (Assignments are to be picked up at the principal's office at both schools). The assignments are not to be picked up before 3:20 p.m. following the completion of the school day. Parents of junior high students are to pick up the assignment sheets in the principal's office and then will be directed to the student locker to gather the needed materials. Each homeroom teacher and the office will be able to assist parents in getting to the student lockers.

### Completion of all Assignments

Students are given a variety of assignments as part of their instructional program. Many of the assignments are in-class and the students are required to hand them in during class or may be required to complete the assignments at home. All assignments given are to be turned into the teacher in a timely manner. When teachers assign work, they indicate when the assignment is due. Students are expected to meet these deadlines. Please note that there may be assignments that can only be completed at school, and students will be required to make arrangements with their teacher to make up these assignments.

The due date will be listed either on the assignment sheet or in the assignment notebook page. Missing assignments generally will be dealt with in the following manner:

If a student is absent due to illness or emergency, he/she will have one additional day after returning to school to complete the assigned work for the day of absence. Two examples will help explain this system:

- 1) A student is absent Monday due to illness and returns to school Tuesday. Assignments are to be turned in no later than Thursday for the student to get full credit.
- or
- 2) A student absent for multiple days (2 or more) would have one extra day for each day of absence. In the above example, the student misses Monday and Tuesday. All missing assignments must be turned in no later than Friday morning.

If a student does not complete assigned work as required (either due to absence or simply did not complete work) the following limitations may be placed on students receiving credit.

- 1) If a student hands in work one day after the due date, he/she may receive up to a 10% grade reduction on the assignment.
- 2) If a student hands in work two days after the due date, he/she may receive up to a 20% grade reduction.
- 3) In most circumstances, assignments will not be accepted after two days past the due date (individual teachers may alter the timeline if they deem it appropriate for any given student).

Lincoln School students will not have as much homework as Washington School students. Teachers will inform parents of any additional guidelines for work completion as it relates to the lower grades.

If a student is suspended from school, he/she is required to complete the assignments from the day/days he/she was suspended. Assignments are made available during the time of the suspension and are to be turned in on the day he/she returns to school to receive any credit. If a student is suspended for more than one day, he/she is responsible for turning in his/her assignment(s) the day he/she returns to school. Students are expected to make arrangements to take make-up exams or complete in-school assignments with their teachers.

### **Homework**

*Philosophy and Purposes-* The individual teacher is the most qualified to determine the homework needs of his/her students. It is also recognized that in order to develop good study habits, reading and writing assignments to be done at home are necessary. Please remain informed about homework assignments. Students at Lincoln School will have an assignment sheet (K-2) or an assignment notebook (3-5) that outlines homework for the students. Washington Students have an assignment notebook which students should bring home daily for parent inspection. Efforts are made daily to post Junior High assignments on the district website at [www.ops125.net](http://www.ops125.net).

The purposes of assigning homework are:

1. To review, reinforce, extend and enrich the classroom learning.
2. To help develop student responsibility.
3. To provide an opportunity to develop independent work habits.
4. To make parents aware of current classroom instruction and their child's understanding of the material.

Parental Guidelines to support homework requirements: **Parents are asked to be sure and check their child's assignment sheets or assignment notebook every day --- your signature and support aides in children completing assigned tasks.**

- |  |
|--|
| <ol style="list-style-type: none"><li>1. Provide a good study environment away from TV and other distractions.</li><li>2. Encourage your child to do his/her own work, tell him/her you will be happy to go over the work when it is complete.</li><li>3. Support the school in requiring accuracy, neatness, and legibility for all written assignments.</li><li>4. Communicate with teachers when there appears to be a problem.</li><li>5. Encourage your child, let him/her know that you value education and it is his/her job to do the required work.</li></ol> |
|--|

Individual teacher expectations on homework will be communicated to the students in the beginning of the school term. These will be reinforced throughout the school year. Teachers will also provide information on classroom behavior management procedures that will be in place.

Students in grades 3-8 are required to maintain an assignment notebook. The notebook is to be purchased at school for a cost of \$3.00. Parents should review these notebooks with the students each

night to be sure all assignments have been completed. If these notebooks are lost, students will be expected to purchase another assignment notebook to meet this requirement.

### **Fees**

The fee for consumable workbooks and supplies for the 2011-12 school year is **\$90.00** per student, payable at the beginning of the school year. All students will have to pay a participation fee of **\$30.00** per student/per activity with a **\$60.00** cap per student and a **\$120.00** cap per family. These fees are assessed to help cover the cost for all sports, band, chorus, cheerleading, and scholastic bowl.

Bus fees are **\$30.00** per semester for students living within 1.5 miles of school who wish to ride the bus. (Exception: If student resides in an area designated as hazardous by the Dept. of Transportation, he/she may ride the bus at no cost.)

Students from grades 3-8 also must purchase an assignment notebook that is paid for during registration. The cost is **\$3.00**, and your child's teacher will distribute the notebook at the beginning of the school year.

### **Student Accident Insurance**

Pupil accident insurance is offered on a voluntary basis. Please note this is an optional offering. The Board of Education and the school Administration neither have nor assume any liability for the costs of medical or hospital care in case of a child's injury. We handle the collection of insurance premiums only as a service to the school children and their parents. Information on the premiums for the current school term will be available at registration.

**All students who wish to participate in sports and/or cheerleading must carry student accident insurance if they do not have coverage through insurance provided by their parents/guardians.**

**Phone Calls:** All student phone calls are to be made from the principal's office; students are not to make calls from the main office. Students will only be allowed to use the phone for a legitimate reason as requested by a teacher. Students will not be able to use the phone without permission from the principal's office. Calls for the purpose of asking parents to bring gym clothes, forgotten homework, or to make arrangements at dismissal for recreation, etc., will generally be discouraged. Students are expected to come to school prepared for the day's activities. Furthermore, arrangements for after school activities (including going to a friend's home) should be made prior to arriving at school (including arrangements for transportation after extra-curricular activities).

**Cell Phones/ Picture Phones:** Students are not permitted to use cell phones/picture phones during the school day. Should students have cell phones in their possession, they are to remain turned off and stored in lockers during school hours. It is understood that students may carry cell phones for contacting parents, but students are discouraged from carrying cell phones for any other reason and they are not to have them in class at any time.

### **Cafeteria Program**

The school gymnasiums are used as cafeterias for all students grades K-8. Due to the economics of maintaining a hot lunch program and a breakfast program, we encourage all students to eat the prepared hot lunch at the price of \$2.00 per meal and the prepared breakfast for a cost of \$1.00 per meal at Lincoln and \$1.25 per meal at Washington. Milk will be available for sack lunch students at the cost of \$.30 per half pint. If students forget their money, they will be allowed to charge a lunch. Students who owe for two lunches may not be allowed to charge additional meals until they pay for previous charges.

Students are generally not allowed to have soda during lunch. Milk or juices brought from home are the only drinks students are to have during meal periods. No glass or aluminum containers are allowed in the cafeteria during lunch period.

Specific meal hours are as follows:

<b>Lincoln School:</b>	Breakfast	8:15 a.m. - 8:40 a.m.
	Lunch K-2	11:25 a.m. - 11:55 a.m.
	Lunch 3-5	12:10 p.m. - 12:40 p.m.
<b>Recess</b>	K-2	12:00 p.m. - 12:15 p.m.
	Grades 3-5	12:45 p.m. - 1:00 p.m.
<b>Washington School:</b>	Breakfast	8:15 a.m. – 8:40 a.m.
	Lunch 6-8	12:30 p.m. – 1:00 p.m.

**Parents are expected to pay for lunches ahead of time. Weekly is preferred. Breakfast and lunch for a week at Lincoln costs \$15.00, and lunch for a week costs \$10.00. Breakfast and lunch for a week at Washington costs \$16.25, and lunch for a week costs \$10.00.**

The school offers Free and Reduced Meal programs for those who are eligible. Forms and applications for this assistance are available at registration. All approvals of these applications are made quickly. No one can receive free or reduced prices for breakfast or lunch unless the proper paperwork has been completed. Those who qualify for the free meal program may also be eligible for a book fee waiver that amounts to \$90.00 for the 2011-12 school term. All approved applications from 2010-11 are valid until September 29, 2011.

**Cafeteria Guidelines**

1. Supervisors, kitchen workers, and custodians are to be treated with courtesy and respect.
2. All pupils are expected to use good table manners when eating. Students are not to eat food off other student's trays, and food should not be traded at the lunch tables.
3. Throwing food or any other objects will not be tolerated.
4. Waste paper and uneaten food must be placed in the proper waste cans. Each pupil will clean off his/her tray.
5. Pupils should see that the table and floor are cleared of paper and food before leaving the table.
6. Pupils are to maintain orderly lines. Pushing and shoving only slows the service.
7. No stick-ins (cutting in lines) will be allowed.
8. Pupils are asked to talk in low tones while they are eating.
9. No pupil will leave the cafeteria without permission from a supervisor.
10. Students must raise their hands and receive permission from a supervisor before leaving their seats. **NO WANDERING IN THE GYM DURING LUNCH TIME!**
11. No food or candy will be allowed to be taken outside of gym. **IF STUDENTS DO NOT CLEAN UP THE WRAPPERS OF CANDY BROUGHT INTO THE GYM THIS PRIVILEGE CAN BE ELIMINATED BY THE LUNCHROOM SUPERVISOR.**
12. Pupils are not permitted to chew gum or eat candy in the school building or on school grounds at any time. Exceptions: Candy and gum may be eaten during lunch in the school cafeteria and during sports events. If students are not able to dispose of wrappers and gum at the close of lunch or at sporting events this privilege will be stopped.
13. **STUDENTS ARE NOT TO BRING ALUMINUM CANS OR GLASS CONTAINERS WITH BEVERAGES FOR LUNCH. ALL BEVERAGES SHOULD EITHER BE IN CARTONS OR PLASTIC CONTAINERS. STUDENTS ARE ENCOURAGED TO DRINK MILK AT EACH MEAL.**
14. **PARENTS ARE ASKED NOT TO SEND ITEMS WHICH NEED TO BE REFRIGERATED AS PART OF THE STUDENT'S SACK LUNCH.**
15. **STUDENTS GUILTY OF MISBEHAVIOR IN THE SCHOOL CAFETERIA RUN THE RISK OF NOT BEING ALLOWED TO EAT IN THE CAFETERIA AND WILL BE DISCIPLINED ACCORDING TO THE SCHOOL DISCIPLINE POLICY AND GUIDELINES.**
16. Students at Lincoln School will have outside recess when weather permits. The District will not have outside recess when there is inclement weather or when the wind chill or temperature goes below 20 degrees Fahrenheit.

### Announcements Regarding School

Every attempt will be made to keep school announcements in view of the public. Radio station WLPO and WLRZ will be informed of most scheduled events, emergency plans, or inclement school closing. The AlertNow system will also be utilized to inform parents of emergencies and information. The system allows the school to make mass calling done with a recorded message informing parents of changes or other pertinent information. The Daily News Tribune will be notified of scheduled events such as meeting dates, athletic events, fairs, etc. If for some reason you question the occurrence of a particular event, feel free to contact the school office.

### Personal Hygiene

It is the parent's responsibility to be sure their children are clean and neat. Student's personal cleanliness is important to both the child and those around him/her. Parents are asked to be sure their children exercise good self-care habits at home. The school will contact parents of students who demonstrate a personal hygiene problem in order to take corrective action.

### School Nurse

The school has a certified nurse on staff to meet our District's needs. She is available when there is a specific need for her services. Medical concerns are referred to the school office and a determination is made as to whether the school nurse should be notified. Should there be a need for further medical assistance the school will contact the appropriate agency. State health regulations specify that the school nurse can give no care beyond first aid, defined as the immediate, temporary care given in case of an accident or sudden illness. If you are not home, we will follow the emergency procedure instructions. Please be sure to give the office a number where we can reach an adult who can assist us if we have an ill or injured child in school and we are unable to reach you.

### Lockers

Each student at Washington School and students in grades 2-5 at Lincoln School will be assigned a locker close to his/her homeroom. Lockers may be used only for the storage of books, school supplies, garments, and other items that are related to the student's school activities. Students are expected to keep their lockers neat and orderly. Some lockers at Washington School have locks provided. For all the lockers at Lincoln, the students must provide their own locks. Combination locks are preferred. Key locks often present problems because keys get lost and then the locks have to be cut off. The student, teacher, and the office should only know combinations. If a student has a key lock, a duplicate of the key should be given to the office.

Student lockers are school property and remain such at all times. Although lockers may be assigned to students for their convenience, students are advised that the school retains the right to inspect lockers at any time and that school authorities will inspect lockers whenever they deem it reasonable or appropriate to do so. Periodic locker inspections may be conducted from time to time and are to be expected by students. ***Please note that students are not to have book bags with wheels or rollers.***

### Bicycles

Students may ride bicycles to school. They should be parked in the bike racks at each school building. Students are encouraged to lock their bikes on the rack. Students are not to ride the bikes on school grounds during school hours or after dismissal. They are to walk their bikes across the blacktop when arriving or leaving school. Students are not to ride their bikes in the front of the school after dismissal. All students from Washington School riding bikes should cross Walnut by the Police Station or at the corner of Walnut and School Streets. No motorized bicycles or scooters are permitted on school grounds. Skateboards, scooters, roller blades, roller skates (including shoes w/hidden wheels), mopeds, or scooters with motors are not permitted on school grounds and are not to be brought to school.

### Visitors

Each school has a security system. All visitors to Lincoln and Washington Schools must report first to the office upon gaining entry into the school. Classroom instruction is not to be interrupted by unnecessary

visitors. The school secretary will be able to assist visitors and be sure specific needs are met.

### **Radios, Tape Players, Electronic Games**

Radios, MP3 players, tape/CD players, and electronic games are not appropriate for the school atmosphere and should not be brought to school. On special occasions, students may be allowed to bring these items, but they are not allowed during the normal school activities and students are discouraged from bringing these items to school.

### **Lost and Found**

All articles lost and found should be turned in at the office of the principal. Students losing items should report the loss as soon as possible. If any item comes up missing at home, don't hesitate to contact the school because very often students misplace coats, hats, book bags, etc., and will not claim them from our lost and found. Any unclaimed items will be recycled to our children in need clothing program at the end of each semester.

### **Bus Students**

Bus service is to be extended to students living 1 ½ miles or more from school and all Lincoln School students residing in the Piety Hill/Jonesville area. In addition, parents of students residing less than 1 ½ miles away from school may purchase bus passes for a **fee of \$60.00** for the 2011-2012 school term. This fee can be paid in full at registration or in two installments; one for first semester paid during registration, and one paid in January for second semester.

Bus pick-up points have been established and the school has copies of the routes. Each classroom will have a schedule posted. Both school offices will also have copies of the schedules. Any questions concerning the routes should be directed to Illinois Central Bus Company at 220-8800. No buses will be scheduled during the noon hours.

### **Academic Programs (Outline)**

#### **Preschool Programs:**

Early readiness activities, socialization, organized play, self-directed learning experiences, half-day programming is available.

#### **Kindergarten:**

Mathematics readiness, reading readiness, and writing, socialization, group and individual activities, full-day programming is available.

#### **Elementary Grades 1 thru 5:**

Mathematics	Social Studies	Reading/Phonics	Science/Health
Writing	Physical Education	Spelling	Music & Art
Language Arts	Computer Education		

#### **Junior High Grades 6 thru 8:**

Mathematics	Physical Education	Language Arts	Band
Spelling	Social Studies/History	Science	Reading
Health	Computer Education	Chorus	

#### **Other Supportive Areas:**

Speech	Psychological Services	Learning Disabilities	Social Work
Title 1 (K-5)	Occupational Therapy	Hearing Impaired	Project Alert
Truancy Officer (ROE)	Mentally Impaired	Physical Therapy	
Junior Achievement	Youth Service Bureau (LaSalle)	Catholic Social Services	
Division of Children and Family Services (DCFS)		LaSalle County Mental Health	

### Testing and Assessment

District #125 administers the ISAT tests as required by the School Code during the course of the school term. Students in grades 3,4,5,6,7,8 will be administered these tests according to the listed schedule.

#### ISAT Tests (Required by State of Illinois)

Grades 3, 4, 5, 6, 7, & 8

Administered in March

March 6-16

**The State assessments are requirements for the students. There are no exceptions on when these are administered. These are group/individual assessments and make-ups are only scheduled due to illness close to the testing events. Please be sure the students are in school for these important instructional activities.**

### Special Education

Special Education programs and services are available in our districts or in other districts within our special education joint agreement. The services that are available are for all types of handicaps and/or exceptionalities. The parents or a member of the school staff may make a request for a case study evaluation. The necessary referral forms are available from the office.

Students who will need home or hospital instruction during the course of the year should be referred to the superintendent's office. Parents making such a referral will be required to include a report from a licensed medical physician who will give an estimate of the duration of the temporary physical or health impairment which is causing the need for home or hospital instruction. It will then be the responsibility of the school district to determine the need for such instruction based on the estimated length of absence from school and the projected academic loss of the child.

### Speech Screening

All students enrolled in kindergarten for the first time in the district shall be given a speech and language screening. Any students who are identified during the screening shall be given a case study evaluation to determine the specific need for such services. Notification of referral for screening is not required in any other way than through this letter. Notifications of case study and placement of children for direct services, however, is required and will be forthcoming for any children being considered for such placement.

### Reports and Conferences

Report card grades are sent home with the individual student on a nine-week interval. This allows for a total of four report cards; three of which require parental signature. In grades 1-8 midterm reports are sent home with the students and are intended to update parents on their child's/children's progress. Report cards will be distributed on: October 27/28, January 19, March 23, and May 29. Parents are encouraged to request an individual conference regarding their child's progress at any time when questions may arise. Contact the school office to arrange these conferences.

### Scholarship awards (Honor Roll at Lincoln School Grades 3-5)

Students in grades 3-5 who have earned a grade point average of 3.0 or higher (4.0 scale) in three grading periods of a given school term, will receive an award at an assembly near the end of the school term recognizing their academic accomplishments.

### Scholarship awards (Honor Roll at Washington School Grades 6-8)

Students in grades 6-8 who have earned a grade point average of 3.0 or higher (4.0 scale) during each of the first three grading periods of a given school term, will receive a scholarship medal which will be presented at a special banquet honoring students who achieve the necessary grades. All students meeting the criteria will be invited to the "Those Who Excel Banquet" held after the completion of the third grading period. In addition, a list of students earning honor roll recognition (grades 5-8) will be sent to the News Tribune for publication.

### **School Visitation K-8**

Parents are welcome and encouraged to visit classes. Although parents are welcome at any time, parents and visitors are asked to watch for notices on special opportunities that are set aside for parents and grandparents to visit the schools and see learning in action (American Education Week, Holiday Parties, etc.). **If you wish to visit the school, you are expected to contact the classroom teacher to make arrangements.** Student visitors from other schools are not allowed since they present a distraction to the planned instructional activities. All visitors should report to the principal's office when they arrive at the school building.

### **Off-Campus Events**

Students who attend school sponsored, off campus events (basketball/volleyball/scholastic bowl/student council/track/history fair, field trips, etc.) shall be governed by the District's rules and regulations, and are subject to the authority of school district officials. This also applies to students in transit to and from off campus events.

### **Physical Education**

All students are required to take physical education. This activity requires that students be dressed in a manner that will allow for safe movement. Students in grades 6-8 are required to have a change of clothes as well as appropriate shoes for physical activity. **Parents of students in grades K-5 are to be sure their children have proper shoes for PE classes (sandals, flip flops, and dress shoes present a potential hazard for student safety).**

### **Field Trips**

During the course of the school year, teachers plan a variety of field trips that add to the instructional program. Teachers plan these trips and arrange for parent chaperones. Parents of students who have special medical needs are the first invited to attend the off-campus trips (to assist in administering medication, or meeting other special needs of their child). Additional chaperones are then invited from the room parent volunteers. The classroom teacher is responsible for getting the needed chaperones for any trip. Please note that the teachers will need a limited number of chaperones for school field trips and that they will make every effort to include as many helpers as possible over the course of the school year.

### **Chaperones**

- 1) The general rule for the number of chaperones required for field trips is to have one adult for every 5-6 students. District #125 will adhere to this guideline for all trips unless the place being visited requires more adult supervision.
- 2) The selection of chaperones:
  - A. First tier of chaperones will be made up of school staff (teachers & aides)
  - B. Second tier of chaperones will be made up of parents of students with significant medical needs.
  - C. If needed, the third tier of chaperones will be made up of head room parents.
  - D. If needed, the final tier of chaperones will be made up of parents who serve as room parents.
  - E. If chaperones are still needed, the teachers will then seek other parent volunteers to help chaperone planned field trips.
- 3) Parents who volunteer or are invited to chaperone are reminded that younger siblings are not to be brought on field trips.
- 4) These guidelines apply to grades K-8 as the preschool trips are often planned to include parents in the planned activity. The school will not take chaperones beyond those required for the trip.

### **Birthday Parties**

Many of our students bring treats for their classmates on their birthdays. Please inform teachers if you wish to send treats for your son's/daughter's birthday. Parents can make arrangements with the teachers. Students wishing to pass out birthday invitations for out-of-school parties will only be allowed to pass them out in their own classroom if they have invitations for all the students in the class (or a boy would have invitations for all the boys and a girl would have invitations for all the girls in a class). This procedure is

being followed so no student will have his/her feelings hurt due to being excluded. Your cooperation is greatly appreciated.

### **Treats at School**

The District has asked that you send store bought or pre-packaged items for students. To avoid any confusion on this rule we are providing this explanation.

The reasons for this rule include:

- We have a number of students with allergies
- We have students with medical conditions that require careful monitoring.
- The school is responsible for the well-being of each child.
- Prepackaged items provide a listing of the ingredients and help the staff to ensure students are not given any food item that may set off a reaction.

The District asks that all parents/teachers keep these guidelines in mind when planning parties or treats for the students. If homemade items are sent to school, these items will not be passed out to students. The only way we can be sure our students are not placed at risk is to monitor treats the students receive.

## **Excerpts of Selected Policy and State Requirements** (Other requirements are incorporated into the District Policy Manual)

### **Education of Homeless Children (Policy 6:140)**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

### **Equal Educational Opportunities (Policy 7:10)**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

### **Sex Equity**

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 1051LCS 5/2-3.8 of The School Code).

### **Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

### **Student Records**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights regarding their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student 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.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. 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 responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. 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, S.W., Washington, D.C. 20202-4605*

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current

school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

#### **Birth Certificates (Per Public Act 095-0439)**

Upon enrollment of a child for the first time in a particular elementary or secondary school, public or private preschool educational program, public or private child care facility licensed under the Child Care Act of 1969, or day care home or group day care home licensed under the Child Care Act of 1969, that school or other entity shall notify in writing the person enrolling the child that within 30 days he must provide either (i) a certified copy of the child's birth certificate or (ii) other reliable proof, as determined by the Department, of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate.

Should we not have a birth certificate on file, we will contact you to expedite the certificate. Please be advised that if we do not receive the birth certificate we are required by law to notify the legal authorities.

#### **Health Examinations, Immunizations, and Exclusion of Students (Policy 7:100)**

Health examinations, other than dental examinations and hearing and vision screening, shall be performed by, and the Certificate of Child Health Examination shall be signed by, a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes him/her to perform health examinations, or a physician assistant to whom has been delegated the performance of health examinations by his/her supervising physician. (Section 27-8.1(2) of the School Code). A physician is required to review and sign any portion of the Certificate of Child Health Examination completed by a registered nurse who is not an advanced practice nurse.

Timetable for Examinations: (affecting elementary schools)

The examination shall be conducted within one year:

- Prior to the date of entering school (this includes school, special education, Head Start, or other preschool programs operated by elementary school systems or secondary level school units or institution of higher learning; and students transferring into Illinois from outside the State or outside the country)
- Prior to the date of entering kindergarten or first grade
- Prior to the date of entering grade six

Parent(s)/guardian(s) are required by law beginning July 1, 2005, to have their child undergo a dental examination during their kindergarten, second, and sixth grade years.

**Parent(s)/guardian(s) are required by law beginning January 1, 2008 to have their child undergo a comprehensive eye exam to take place within one year prior to entering kindergarten and for all students who are entering school for first time in Illinois by October 15<sup>th</sup> of given school term.**

Failure to comply with the physical requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

Parent(s)/guardian(s) of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning in accordance with

State law. If the child lives in a high risk zip code, there must be a lead draw and provide school with date of the lead test. A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection. A student may also be exempt if he lives in a zip code area of low lead risk. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

Parents of Preschoolers: The TB portion of the physical also needs to be completed. If your child's doctor does not recommend a TB skin test, please have him/her mark the TB portion of the physical "exempt".

Children attending Oglesby Schools for the first time must present a record of the proper examinations and immunizations prior to the entry of their child into district schools. Any student wishing to participate on athletic teams must have a current physical on file with the school. This requirement is an annual one for students in grades 5-6-7-8.

**STUDENTS WILL NOT BE ALLOWED TO ATTEND SCHOOL (FROM THE TIME OF ENROLLMENT) UNTIL ALL MEDICAL REQUIREMENTS HAVE BEEN MET.**

#### **Academic Policy (Policy 6:280)**

The academic policy which has been adopted by the Board of Education states, whereby each student is expected to earn a minimum of 70% passing credits within the major areas of study in order to be promoted. Averages will be figured in accord to schedules written into Board Policy. Parents will be notified whenever their child's grades are deficient of this requirement. Promotion will be determined by meeting the specific criteria outlined by district policy. The District Promotion Policy is summarized in the next section of this handbook.

#### **Grading Scale**

**A = 94 -100    B = 88-93    C = 78-87    D = 70-77    F = 69 & below**

**High Honors = 3.5-4.0**

**Honors = 3.0-3.49**

#### **Academic Promotion Policy**

It is the policy of this Board of Education to strive to ensure that students meet district goals and objectives and can perform at the expected levels for their grades before being promoted.

Decisions to promote a student to the next grade level shall be based on a number of variables, which include but are not limited to the following:

- successful completion of the curriculum
- daily attendance (when unexcused or excessive absences impact student performance)

**No student will be promoted to the next grade level based solely on age or any other social reason not related to the student's academic performance.**

The school has developed standards for satisfying the criteria for promotion, and reviews and revises appropriate remedial programs to assist students determined not to qualify for promotion to the next grade level.

The student's educational team shall determine promotion of a student having an individualized education program, or receiving reasonable accommodations pursuant to section 504 of the Rehabilitation Act. (Requirements at each grade level vary and are not included in this handbook. They are available in the school offices.)

#### **Curriculum Content (Policy 6:60 excerpts)**

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.
3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In grades 4 through 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course.
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; homeownership; and the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great

Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

#### **Access to Electronic Networks Instruction (Policy 6:235)**

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a tech coordinator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

#### **Curriculum**

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

#### **Acceptable Use**

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Internet Safety**

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

### **Authorization for Electronic Network Access**

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use. All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **Instruction (Policy 6:340)**

#### **Student Testing and Assessment Program**

The District student assessment program provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall develop and supervise a student assessment program and shall provide appropriate data to the Board to allow it to monitor the program's results. The program will:

1. Use appropriate assessment methods and instruments. It may include norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Be uniformly applied to all students who are required to be tested.
3. Conform to the schedule required by State law and State Board of Education rules. It may include testing of students in grades not required by State law to be tested.
4. Emphasize the code of ethics for test administration.

All other test results shall be recorded in the student's temporary school record. All test results are available only to the student, the student's parent(s)/guardian(s), and school personnel directly involved with the student's educational program, pursuant to Board policy 7:340, *Student Records*.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card.

#### **School Activity Requirements (As per Policy 7:300)**

Any student in the Oglesby Public Schools Dist. #125, who wishes to participate in extra curricular or curricular activities which perform outside of the school day must meet certain scholastic and conduct requirements. Extracurricular activities for the 2011-2012 school term include the following: boys' and girls' basketball teams: volleyball, student council, track (7<sup>th</sup> & 8<sup>th</sup> grades), scholastic bowl, and cheerleading. Curricular activities include but are not limited to band and chorus. Other opportunities for

student participation may be introduced at any time. Most of these activities are available for students in grades 6-8 at Washington School (exceptions: band (grades 4-8) and 5th grade basketball for girls and boys). The activities offered each school term may be altered or added should the local administration or School Board determines that revisions need to be made.

### **Scholastic Requirements (extracurricular activities)**

All participants of extra curricular activities are expected to work to their fullest ability. He/she must work and strive to do his/her best in the classroom. In order to remain participants in extracurricular activities, a student must currently have maintained a C average in the academic areas being taught. He/she may have no more than one D grade at any time to remain a participant in his/her extracurricular activity. If a student has more than one D or is failing any class he will be suspended from the extra curricular activity as follows:

Suspension from participation in extracurricular activities declares an individual ineligible to participate in any scheduled events for a period of 1 week or until such deficient areas of academic work has been satisfactorily made up. Students' grades will be checked each week. No student can be ineligible to participate more than 3 times during any given season.

### **Conduct Requirements**

All participants of extracurricular activities are representatives of their school. With this in mind, each participant is expected to conduct themselves in a fashion acceptable to the school authorities on a daily basis. In order to participate in or remain an active participant in extracurricular activities, a student is required to have a "meeting" average in conduct with no more than one "Does Not Meet" designation at any time. Failure to meet this requirement will result in suspension from activity with the same process as noted in the scholastic requirements.

Note: A student cannot be suspended from an extracurricular activity if he/she receives a D for Class and a "Does Not Meet" designation in the same class. This will count as one (1) D as far as eligibility. If a student receives one (1) D grade academically and another "Does Not Meet" in conduct from an area other than the scholastic grade he will then be suspended from the activity in which he is participating. A "Does Not Meet" designation in conduct represents an unsatisfactory performance in student deportment. A student who has accumulated three or more detentions at the time of an eligibility check will be suspended from the activity under the conduct requirement component of these guidelines. Any in-school or out-of-school suspensions will be treated in the same manner.

**ANY STUDENT WHO WISHES TO PARTICIPATE ON ANY ATHLETIC TEAM OR ON THE CHEERLEADING SQUAD MUST HAVE AN ATHLETIC PHYSICAL ON FILE BEFORE THEY WILL BE ALLOWED TO PARTICIPATE INCLUDING BEFORE TRY OUTS. IT IS THE PARENT'S RESPONSIBILITY TO BE SURE THIS REQUIREMENT IS MET. ATHLETIC PHYSICALS CAN BE RECEIVED FROM EITHER YOUR FAMILY PHYSICIAN OR IT CAN BE SCHEDULED AT THE HYGIENIC FOR A NOMINAL FEE. STUDENTS MUST HAVE PROOF OF ACCIDENT INSURANCE OR HE/SHE MUST PURCHASE ACCIDENT INSURANCE AVAILABLE THROUGH THE SCHOOL.**

### **Operational Services (Policy 4:110)**

#### **Transportation**

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. The District may provide and charge a fee for transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the Board of Education requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students'

individualized educational programs. Non-public school students shall be transported in accordance with State law. Bus schedules and routes shall be determined by the Contractor and shall be altered only with the Contractor's approval and direction. In fixing the routes, the pickup and discharge points should be as safe and convenient for students as possible. No school employee may transport students in school or private vehicles unless authorized by the administration. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations.

### **Transportation Waivers**

Any student electing to participate in an off campus, school sponsored activity, is required to travel with the team or group on the school designated transportation when provided. Parents may pick up their child/children at the school upon their return from an event. Under extenuating circumstances, a student may utilize a different mode of transportation, after permission from the proper school authorities has been obtained. This permission must be obtained by contacting the school and making arrangements prior to the activity.

### **Procedures to follow:**

In order to ensure the safe transportation of our students, the school must exercise appropriate care in dealing with alternative transportation arrangements. These guidelines are intended to deal with those circumstances that may arise that are out of the ordinary or extenuating.

1. Any student electing to participate in an off campus, school sponsored activity, is required to travel with the team or group on the school designated transportation when provided.
2. Under extenuating circumstances, a student may utilize a different mode of transportation after permission from the proper school authorities has been obtained.
3. All requests for transportation waivers are to be filed in the principal's office at Washington.
4. Parents electing to request a transportation waiver must do so 2 school days prior to the scheduled activity.
5. Parents are required to have a waiver filled out on file with a driver's license for each sport/activity the child participates.
6. The waiver form must be signed and a driver's license must be included with the request (the office will make a copy of the driver's license).
7. The parent/guardian must sign out with the coach/sponsor in order to waive transportation from the given event.
8. A copy of the waiver and driver's license will be provided to the coach/sponsor prior to the event. Parent/Guardian must sign the child out prior to leaving the event. The coach/sponsor will then release the child to the parent/guardian.
9. No other person except the parent/guardian will be allowed to take a student from an off campus event. No other students are permitted to ride with parents transporting children.
10. Any parent/guardian not at the off campus activity when the school designated transportation is ready to depart and return to Washington School, will have to pick up their child at Washington School when the bus returns. No student will be left unattended.

### **Other Topics Related to Extracurricular Activities**

\*Any student who is ineligible from participating in an extracurricular activity more than 3 times during the season or time frame of an activity is suspended from that activity for the remainder of the season or activity during that school year.

\*Students participating in the annual band-o-rama, the fine arts festival, or other scheduled choral performances will be under adult supervision during lunch or dinner breaks.

\*Any student who is absent the day or part of the day of any scheduled athletic contest, extracurricular or curricular activity will need administrative approval in order to participate in scheduled extracurricular

activities. Students whose absence is due to illness will not be allowed to participate in events scheduled for that day. Students who have unexcused absences for any part of the day of a scheduled event will not be allowed to participate without administrative approval. This includes chorus and band events.

\*Any student who is ineligible is not to attend any home games during the time of their activity suspension.

\*Any student who is assigned a detention on the day of an activity must serve the detention that day unless he/she gets permission from the principal to serve it on another day. The principal will determine if the detention can be postponed or not depending on the nature of the assigned detention.

### **Community Relations (Policy 8:40)**

#### **Spectator Conduct and Sportsmanship for Athletic and Extracurricular Events**

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event the person is attending and/or denied admission to school events for up to one calendar year after a Board of Education hearing. Examples of unsportsmanlike conduct include:

- using vulgar or obscene language;
- possessing or being under the influence of any alcoholic beverage or illegal substance;
- possessing a weapon;
- fighting or otherwise striking or threatening another person;
- failing to obey the instructions of a security officer or school district employee; and, engaging in any activity which is illegal or disruptive.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice sent by certified mail with return receipt requested, at least 10 days before the Board of Education hearing date, containing:

1. The date, time, and place of a Board hearing;
2. A description of the unsportsmanlike conduct;
3. The proposed time period that admission to school events will be denied;
4. Instructions on how to waive a hearing.

#### **Attendance Policy (explanation of Policy 7:70)**

The District's educational program is built on the premise that regular attendance is vital to a student's success in school. Seeing that the students maintain regular attendance requires a cooperative effort by the student, parents, guardians, and school personnel. The student who is frequently absent misses social interaction, class instruction and discussion, even though written work may be made up.

Establishing the habit of regular attendance during the school year is very important to the student's success in the workplace in later years.

This District expects parents/guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of any absences and their causes. Parents will be informed by the school of any attendance concerns that exist.

The District considers absenteeism excessive when it significantly interferes with the student's learning, as reflected in academic performance or social development. **Excessive absenteeism includes numerous instances of student tardiness.**

**Referrals to the County Truancy Officer will be made on those students who are repeatedly tardy for school. Students who are late for school are missing instruction and are therefore considered truant.**

In keeping with Section 26-2a of the Illinois School Code, the District considers the following circumstances valid causes for student absence: illness, observance of a religious holiday, death in the immediate family, family emergency, circumstances which cause reasonable concern to the parent/guardian for the safety or health of the student, and other unique situations approved by the local administration.

**Under certain circumstances, the schools may require parents/guardians to present medical documentation of physical or emotional conditions causing a student's absence (i.e. if a student is absent 3 consecutive days without medical intervention or a student who has established a pattern of absenteeism which exceeds 10 % of school days enrolled without valid medical excuse).**

This District discourages parents or guardians from taking vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning and create educational problems. Schools will offer no guarantee that written assignments covering such vacation periods will be provided.

A student is considered to be truant if he/she is absent without just cause or valid excuse for a school day or a portion thereof, as defined in Section 26-2a of the Illinois School Code. A student is considered a chronic truant if he/she has missed more than 10% of the previous 180 school days, also per Section 26-2a of the Illinois School Code.

This District will adhere to the following guidelines as they refer to unexcused absence and/or truancy:

1. A student who is absent with no excuse less than three school days will be counseled through services that are available within the school itself. This may include conferences with school personnel such as school social worker, school psychologist, teacher, or principal. Contact will be made with the parent/guardian by school personnel to discuss the attendance concerns. This applies to any unexcused absence.
  - a. Should the above attempts fail to remediate the attendance concern, immediately following the third unexcused absence, a referral will be made to the LaSalle County Truancy Officer. The truancy officer will receive the school referral and act according to the requirements outlined in Section 26-12 of the Illinois School Code.
    - i. Each recurring absence will be reported to the truancy officer and careful records will be maintained in order to ensure regular attendance of the truant minor. The District will only take punitive action on truancy when local efforts and local resources have failed to correct the problem at hand.
  - b. Should there continue to be recurring student absenteeism and the family receives benefits from the Department of Public Aid a referral will be made to that department notifying them of the child's chronic absenteeism. Should the intervention on this agency's part not improve student attendance, the recipient's benefits for their dependent children may be affected.
2. Any student who is absent/tardy for more than 35 minutes on any given day is considered absent for 1/2 day (morning or afternoon). This includes absences for medical/dental/counseling appointments. Parents are encouraged to try and schedule appointments for after school hours if possible.

## **Student Discipline (Policy 7:190 excerpts)**

### **General Guidelines for Student Conduct**

A wholesome learning atmosphere cannot exist unless there is good pupil discipline. Our teachers are requested to expect and maintain a high standard of pupil discipline. The following are some general rules we are asking pupils to obey:

- A. Students shall not play in the parking lot areas at any time during school hours.
- B. Bicycles shall not be ridden on the school grounds. Bicycles shall not be loaned to or borrowed from other pupils. The bicycles are to be parked in the racks provided.
- C. Profanity or any form of vulgarity on the school grounds will not be tolerated. This also includes pornographic materials.
- D. Making or throwing of snowballs on the school grounds is prohibited.
- E. Caps and hats shall not be worn in the school building.
- F. Pupils are not permitted to chew gum or eat candy in the school building or on school grounds at any time. (Exception: Candy may be eaten during lunch in the school cafeteria and during sports events.)
- G. No running in the school building at any time except PE.
- H. Lockers are the property of Oglesby School District #125 and must be kept in an orderly and clean condition.
- I. Students may not be at school before 8:15 a.m.
- J. Students must be out of the school building by 3:35 p.m. unless involved in supervised extracurricular or curricular activity.
- K. Students may not use the office phone unless there is a legitimate need. This requires either staff or office approval.
- L. Students may not leave the school grounds at any time during the school day.

### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

- 1. Using, possessing, distributing, purchasing, or selling tobacco materials.
- 2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- 3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an

illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person;

(b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

### **Disciplinary Measures**

**Disciplinary measures may include:**

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program. Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm.

Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Weapons**

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

### **Required Notices**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### **Gang Related Conduct**

The Oglesby Board of Education affirms that schools in District #125 shall provide an orderly place for learning, and that all students attending Oglesby Public Schools are provided a safe environment conducive to reaching their educational potential. District #125 employs a "No Tolerance" approach to any and all gang-related activity.

"Gang" means two or more individuals who associate with each other primarily for criminal, disruptive and/or other activities which are prohibited by law or the local district's discipline policy, student/parent handbook, as well as any other rules and regulations set by the school in a given school term. District

policies and procedures may be revised and any changes will be reflected in the parent/student handbook, which is provided to all parents/guardians when the student is registered for school.

The visibility of gangs or gang-like activities in the school setting cause substantial disruption and/or interference in the carrying out of the District instructional program and therefore will not be tolerated.

**The following conduct will not be tolerated:**

- A. Wearing , possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other thing, which is evidence of membership or affiliation with any gang.
- B. Drawing gang graffiti or distributing gang related literature.
- C. Using any speech or act (signals/signs/etc.) in furtherance of gang activity.
- D. Soliciting others for membership in any gang.
- E. Requesting/demanding that any person pay for protection or act in any manner to extort another individual.
- F. Committing any other illegal act or violation of school district policies.
- G. Inciting other students/persons to act with physical violence upon another person.
- H. Attending any activity that could be interpreted as relating to gangs or gang activity.

**Student Handbook**

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

**Consequences for Misconduct**

Instances in which misconduct occurs within Oglesby Public Schools will be handled according to the following guidelines. The abbreviations listed in the grid are defined in the following manner: **D- Detentions, PC-Parent Conference; OSS-Out of School Suspension; EXP-Expulsion; and LE - Law Enforcement Authorities.**

**A. Tardy/Unexcused Absences**

After 3 unexcused absences/tardies refer to principal for additional intervention...Truancy office will become involved with those who do not respond to the efforts of the local school

**B. Disruptive Behavior**

Students who do not respond to oral reprimands may be assigned after school detentions. Students who refuse to serve assigned detentions may be faced with additional detentions and/or OSS if the problem is not resolved.

Classroom misconduct, cafeteria misconduct, running in the halls, not being in designated areas at the prescribed times, leaving school grounds without permission, excessive talking/disruption in class, etc. are examples of the behaviors which fall under this category.

Unwillingness to follow teacher directions, rudeness directed toward adults when corrected for misconduct, name-calling, harassment, and other indicators of disrespect towards staff or students fall into this category. The administration will determine if the disrespect is a major or minor offense. The teacher is generally responsible for determining the consequence for such incidents. Teachers may assign an after school detention for each incident. Repeated offense should be directed to the principal and may then be dealt with under the "major disrespect offense" portion of this policy.

Parent contacts and/or conferences should be made by the teacher or by appropriate school personnel who have observed this disruption.

**C. Gross Disobedience or Misconduct**

	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
<p>1. <b>Disrespect-Insubordinate Behavior</b>  <b>Major Offense-Determined by Administration</b>            (i.e. directing profanity at staff will be related as major disrespect)</p> <p><b>Toward staff/students</b></p>	1-3 OSS	4-6 OSS	Refer to Supt.
<p>2. <b>Fighting</b></p> <p>4th offense will result in OSS up to 10 days w/possibility of EXP</p>	3-5 D	1-3 OSS (Possible LE)	Refer to Supt. (Possible LE)
	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
<p>3. <b>Using violence, force, noise, coercion, threat, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct</b></p>	3-5 D	1-3 OSS (Possible LE)	Refer to Supt (Possible LE)
<p>4. <b>Using or possessing electronic signaling and cellular radio communications devices, unless approved by Principal</b></p>	1-3 OSS	4-6 OSS	Refer to Supt.
<p>5. <b>Engaging in any activity that interferes with school purposes or an educational function, or any disruptive activity.</b></p>	1-3 OSS	4-6 OSS	Refer to Supt.
<p>6. <b>Weapons Violations</b>            Possession, use, control, or transfer of any as defined in the weapons section of policy.</p>			
<p>7. <b>Gang Related Activity</b></p>	1-3 OSS	4-6 OSS	OSS up to 10 Possible EXP
<p>8. <b>Display of/possession of gang related paraphernalia: intimidation/extortion towards students/staff: or other actions deemed by local school authorities to affect safety of school environment.</b></p>	***	<b>Referral to LE may occur on each instance of gang related activity.</b>	
<p>9. <b>Vandalism</b></p> <p>*** Referral to LE may occur on each instance of vandalism</p>	1-3 OSS	4-6 OSS	OSS up to 10 Possible EXP
<p>10. <b>Possession/Use of illegal substances: cigarettes, drugs, alcohol, etc.</b></p> <p>*** Referral to LE may occur on each instance in this category</p>	1-3 OSS	4-6 OSS	OSS up to 10 Possible EXP

11. **Stealing** 1-3 OSS 4-6 OSS OSS up to 10  
\*\*\* Referral to LE may occur on each instance of stealing

12. **Repeated instances of misbehavior including refusal to comply with school rules may result in out of school suspension.**

**THE ADMINISTRATION WILL DETERMINE THE EXACT NUMBER OF DAYS A STUDENT IS SUSPENDED FROM SCHOOL USING THE GUIDELINES LISTED.**

**Detention Procedures Applicable Only to Junior High Students at Washington School**

Detention of junior high students as a disciplinary measure by teachers or administrative staff is an accepted form of discipline. Parents/Legal Guardians of all students, including bus students, whose children are to serve detention, will have at least one day notification in advance in order to make the transportation arrangements to get the student home following the after-school detention. Detention of students will take place from 3:20 - 3:50, Tuesday and Thursday each week. (This could be expanded to include Monday and Wednesday if the need arises.)

If a student receives more than 3 detentions during any grading period he/she may be suspended. The school can also request a conference at any time to discuss the problems a student may be experiencing in an attempt to resolve the situation. Should the student continue to disrupt he/she can be assigned an out-of-school suspension. This is determined by the administration and will be communicated to the parent or guardian by the principal.

Students who receive three or more detentions under the above guidelines may be excluded from participation and/or attendance at school related activities. This includes extracurricular contests played at home, dances, non-academic field trips, or other special activities planned by the school. (Students who have been suspended (in-school or out of school) or have repeatedly demonstrated a lack of cooperation with staff and students over the course of the school year, may be excluded from participation in activities which are not directly tied to the curriculum...i.e. 8th grade trip). Exclusion from school activities will be determined by the administration and will be based on the nature of the student's offenses, the number of disruptive incidents, the student's response to corrective actions, etc.

Detentions are cumulative during each quarter or grading period. Students begin each quarter with a clean slate and the possible exclusion from school activities during each quarter is based on student conduct during that grading period unless it has been determined that the student has been excluded for extended periods of time due to the nature of the disruptions. The length of the exclusion will be determined by the administration based on the circumstances surrounding the individual student.

**Refusal to follow the guidelines of the detention program will result in further disciplinary action.**

**Guidelines for Detention Program**

- After a teacher or administrator assigns a student a detention he/she is to return the detention slip to the person giving it. The detention is to be signed by the parent/guardian.
- The student assigned to detention is to report to the assigned classroom immediately after school. Detention will be held in the same centrally located classrooms near the principal's office from 3:20-3:50.
- Attendance at detention will be taken and any student who has not shown up for detention may have additional discipline assigned. The teacher on detention duty will inform the parent/guardian if a student is unexcused from a detention assigned to him/her. A call will be placed after the detention period.
- While in detention students may not be permitted to do homework or class assignments unless directed to by the teacher. Students will be assigned tasks by the detention supervisor, which may include writing school rules, writing an essay, or some other like activity.

- Student behavior while in detention:
  - Student is to remain seated in his/her assigned seat
  - Student is to remain silent while serving detention
  - Student is to be completing the assigned written task
  - Student is to follow the direction of the detention supervisor
- Failure to follow these rules will result in additional discipline, which may include additional detentions and/or other more severe consequences as outlined in the District's Discipline Policy.

## **Suspensions/Expulsions**

### **Suspension Procedures (Policy 7:200)**

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education.
4. Upon request of the parent( s)/ guardian( s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

### **Expulsion Procedures (Policy 7:210)**

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/ guardian( s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

The Board may expel a student for up to two calendar years for acts of gross misconduct. While the Superintendent, Principal, Assistant Principal or Dean of students may suspend students; only the Board of Education can expel a student. A student cannot be expelled until after a formal hearing is conducted. In expulsion cases, the following procedures are mandated by Section 10-22.6 of the School Code:

1. Before the expulsion the student and the student's parents/guardians must be notified by registered mail of the reasons for the recommended expulsion, the length of the expulsion and the date, time, place, and purpose of the school board hearing.
2. At the hearing:
  - a) The student may be represented by an attorney at his/her own expense.
  - b) The student, the parent or representative has the right to question the person who made the recommendation to expel, to present witnesses and other evidence, to call and cross-examine witnesses, and to make a personal statement.
  - c) A record of the proceedings will be kept
  - d) At the expulsion hearing, the Board or hearing officer shall hear evidence of, whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence, or the receipt of the hearing officer's report, the Board decides the issue of guilt and the appropriate discipline.
3. All references to a student's expulsion are placed in the student's temporary record.
4. If a hearing officer is appointed by the Board of Education, the hearing officer shall report to the board a written summary of the evidence heard at the hearing. After the hearing or upon the receipt of the written report of the hearing officer, the board may take appropriate action.

### **Good Behavior Incentives**

Special activities may be offered periodically for students who have maintained good discipline throughout a designated time period. The individual classroom teachers will plan these activities. (The activity may include parties, movies, extra free time, classroom snacks, etc.) The classroom teachers will determine which students will be able to participate in any special activity planned for students who have behaved in school in the manner expected.

### **Harassment/Bullying of Students Prohibited (Policy 7:20, 7:180)**

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

### **Bullying, Intimidation & (Sexual) Harassment**

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

### **Sexual Harassment Prohibited**

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

1. denies or limits the provision of educational aid, benefits, services, or treatment; that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. substantially interfering with a student's educational environment;
  - b. creating an intimidating, hostile, or offensive educational environment;
  - c. depriving a student of educational aid, benefits, services, or treatment; or
  - d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile" and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. Students may choose to report to a person of the student's same sex.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, for appropriate action.

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary

action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

### **Search and Seizure (Policy 7:140)**

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 Property and Equipment as well as Personal Effects Left There by Students**

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 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.

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

### **Seizure of Property**

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.

### **Reciprocal Reporting Agreement**

The Oglesby Elementary District staff, administration and Board of Education are committed to maintaining a productive and safe learning environment. In conjunction with the Regional Superintendent's office, other local schools and other local enforcement agencies, we have adopted an agreement which allows the sharing of information among schools and the police agencies regarding certain unwanted types of behavior. These behaviors could include gang activity, illegal or controlled substances, or crimes committed. We will work with local authorities when it is appropriate to curb unwanted behaviors and to send a message that these behaviors will not be tolerated. It will be the administration at the school that will work with the local and county authorities as well as the State's Attorney's Office.

### **Student Appearance/Dress (Policy 7:160 summarized)**

The following principles will act as guidelines for student dress in Oglesby Public Schools. These principles will enable school officials to determine what type of dress is acceptable or unacceptable. The principles stated are in line with recent rulings of the courts. It is the school's responsibility to function within the legal boundaries as determined by law and afford our students the rights they are entitled to as citizens. The guidelines in no way are an attempt to regulate style. We do ask parents to use good judgment in this regard. When good judgment is not used, the school will take corrective action. Student dress will be appropriate and in keeping with good taste. Therefore the school will restrict the wearing of clothing which is considered disruptive or distracting in the school environment. This includes attire that may be distracting to the opposite sex. In general, school attire must cover the individual from **shoulder to the mid-thigh area**. Clarification and guidelines of the general rules follow:

- Immodest clothing, such as see-through/opaque items, short-shorts, shirts that expose the midriff and attire that advertises drugs, alcohol, symbolizes gangs, or displays profanity, sexual innuendos, inappropriate practices, or obscenity will not be allowed.
- Shirts must have a modest neckline. Sleeveless and backless shirts of any kind are not permitted (no spaghetti straps, tube tops, or tank tops with narrow straps or cut well below the arm).
- Underclothes worn in an exposed manner are unacceptable.
- Pants/jeans must be secured at the waist level. Sagging pants/jeans are not permitted.
- Students are required to wear appropriate footwear. Flip flops or any footwear that causes noise or is deemed unsafe by school personnel are not permitted.
- Inappropriate jewelry (considered objectionable by school personnel) including heavy neck, wrist, or wallet chains are not allowed.
- The wearing of objects in pierced body parts is discouraged and is not allowed during PE classes due to safety issues (no jewelry should be worn in PE).
- Head coverings are not to be worn in the building (scarves, hats, headbands).
- Hats, coats, are to remain in student lockers. Hooded sweatshirts are permitted as long as students do not wear the hood while in the school building.
- Cut clothing (clothing with knees or other body parts exposed are not to be worn).

Dress, which is not in accord with reasonable standards of health, safety, and decency, will be considered inappropriate for the elementary school environment.

The Board prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by the virtue of its color, arrangement, trademark or any other attribute denotes or infers membership in any gang. Any clothing that displays profanity, advertises alcohol or other controlled substances such as cigarettes, is inappropriate. Any clothing that illustrates or refers to satanic issues, gang insignia/colors/activities, ku klux clan/white supremacy insignia or activities, and other subversive groups that may surface which are deemed disruptive or illegal will not be tolerated. Additionally, clothing which promotes promiscuity either directly or through innuendo is inappropriate and will not be tolerated in the school or at any school activities. The final decision on the appropriateness of student dress in the school environment will be made by the administration.

**Bus Discipline Policy (Policy 7:220 summarized)**

Any student riding a school bus will comply with the following rules. These rules also apply to student behavior while waiting for the bus at dismissal at either Lincoln or Washington Schools.

- Be seated while the bus is in motion.
- Keep hands and head inside the bus.
- No shouting or causing a loud disturbance.
- No fighting, hitting, and or pushing or tripping of others.
- No throwing of objects.
- No spitting.
- No using vulgar or suggestive language.
- No yelling out of bus windows.

There is a video camera on each bus that is run for both morning and afternoon routes. These films will be turned in to the school and viewed periodically by the principal. Any infractions noted through viewing of the films will result in disciplinary action being taken according the guidelines listed. Students are expected to behave appropriately while riding the bus. Maintaining safety is very important and those students who choose to disrupt will lose the privilege of riding the bus. Actions to be taken: (These actions will be taken when student misbehavior can be documented through the video camera or school staff observation.)

<b>First Offense -</b>	Student conference at school and note is sent home.
<b>Second Offense -</b>	Note sent home and a parent-student conference is held.
<b>Third Offense -</b>	One-week suspension from riding the bus.
<b>Fourth Offense -</b>	A parent-student conference will be scheduled to determine if in fact the child should be permitted to ride the bus again.

The administration may suspend a student from the bus if the student offense is considered gross misconduct.

Any concerns, including erratic driving, related to the bus service provided by Illinois Central Bus Company should be directed to the bus company and/or superintendent. The superintendent will follow school policy for concerns about bussing issues. **Illinois Central Bus Company can be reached at 220-8800** with any concerns you may have about student transportation. Should the bus company have difficulty resolving your questions, please contact the school to seek a solution to the problem or issue. Illinois Central Bus Company has worked closely with the schools in providing safe transportation for the children of District #125.

**Closed Campus Policy**

Students enrolled in the Oglesby Public Schools will remain on school grounds during the entire school day. Lunch must be brought from home or may be purchased from the school cafeteria. Parents are reminded to cooperate in following this policy. You may bring lunches (although this is not encouraged) to school, but students are to remain on school grounds for the lunch period each day. Students will only be allowed to leave school premises for business that cannot be handled outside the regularly scheduled day. In such case, the student must present a written note to the school administration and their parent/legal guardian must sign it.

In the event that a student must leave school grounds a parent/guardian must come to the school to pick up that child. Furthermore, students will not be allowed to leave school unless accompanied by an adult.

**Parental Rights (Custodial and Non-Custodial) - The law entitles parents to inspect certain instructional materials and to request that their child not participate in programs requiring release of specified personal information. Copies of this law are available at the school office.**

**Student Records (Policy 7:340 explanation)**  
**Notification of Rights of Parents and Students**

Rules concerning student records at Oglesby Elementary School District No. 125 are based on requirements of the federal Family Educational Rights and Privacy Act, the Illinois School Student Records Act, and on the Board of Education's Student Records Policy.

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally, identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child.

### **Waiver of Student Fees (Policy 4:140)**

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges.

Students whose parents are unable to afford student textbook fees may receive a waiver of fees. However, these students are not exempt from charges for lost and damaged books.

Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) who have been assessed a fee on an application form available from the Building Principal. A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).
3. Additional consideration may be given by the Building Principal if special circumstances so warrant.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.

The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the

Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

### **Operational Services (Policy 4:130)**

#### **Free & Reduced-Priced Food Services**

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy.

#### **Eligibility Criteria and Selection of Children**

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

#### **Notification**

At the beginning of each school year, by letter, the District shall notify students and their parent(s)/guardian(s) of: (1) eligibility requirements for free and reduced-price food service, (2) its application process, and (3) other information required by federal law. The Superintendent shall provide the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs. Parent(s)/guardian(s) enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

#### **Non-Discrimination Assurance**

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments which prevent identification of children receiving assistance.

### **Appeal from a Decision**

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F. .R. § 245.7, Determining Eligibility For Free and Reduced-Price Meals and Free Milk In Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

### **General Personnel (Policy 5:130)**

#### **Limitations on Accepting Gifts**

No District employee or Board member shall solicit or accept a gift that he or she has reason to believe is offered in an effort to influence his or her official position or employment. This ban applies to spouses of, and immediate family members living with, a Board member or employee. The following are examples of acceptable gifts:

1. gifts from relatives or personal friends;
2. gifts from an employee or Board member to an employee or Board member;
3. gifts from students to teachers that have nominal value;
4. food, lodging, transportation, and other benefits:
  - a. resulting from outside business or employment activities,
  - b. or customarily provided by a prospective employer;
5. information or communication materials, such as books, articles, periodicals, audiotapes, or videotapes;
6. training (including food and refreshments);
7. personal hospitality;
8. free attendance at a widely attended forum, dinner, reception, or similar event if attendance is related to the individual's office or job;
9. commemorative items;
10. golf or tennis, food or refreshments of minimal value, and catered food or refreshments;
11. meals or beverages consumed on the premises from which they were purchased;
12. items of nominal value (such as T-shirts, mugs, candy, crafts, or greeting cards).

The Superintendent or designee is the District Ethics Officer. The Ethics Officer shall serve as a resource to employees and Board members regarding this policy. The Board of Education will serve as the District Ethics Commission. In the event that any Board member is personally involved in a matter being investigated, he or she shall not serve on the Commission during such investigation. The District Ethics Commission shall have those powers and duties as described in the State Gift Ban Act for state-level ethics commissions, including the power to investigate complaints.

### **General Personnel (Policy 5:10)**

#### **Equal Employment Opportunity and Minority Recruitment**

The School District shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status, use of lawful products while not at work, physical or

mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Policy. These individuals are listed below. Initiating a complaint shall not adversely affect the complainant's terms or conditions of employment.

#### **Administrative implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as by posting required notices and including this policy in the appropriate handbooks.

#### **Minority Recruitment**

The District will recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments.

#### **Instruction (Policy 6:120)**

##### **Education of Children with Disabilities**

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individuals with Disabilities Education Act ("IDEA") and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 15 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts which shall assist the School District in fulfilling its obligations to the District's disabled students. If necessary, students may also be placed in private school education facilities.

### **Food Allergy Management Program (Policy 7:2850 excerpts)**

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The school district has a Food Allergy Management Program containing three phases that include (1) Identification of Students with Food Allergies (2) Prevention of Exposure to Known Allergens Phase and (3) Response to Allergic Reactions.

Upon registration, parents are requested to fill out Emergency Care Forms or provide the school nurse with Allergy History Form. At any time during the school year that an allergy has been found in a student, it is requested that the parents inform the nurse in order to put the Emergency Action Plan into place.

### **Administering Medicines to Students (Policy 7:270)**

#### **Student Medication**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

#### **Medications for After School Activities**

Students participating in activities after school hours including sports or after school care, when the nurse's office is closed must be able to self-administer their medications. They must carry an extra dose in their book bag. This includes inhalers for asthma and epi-pens for allergic reactions.

## **Operational Services (Policy 4:170)**

### **Safety Program**

The School District shall have a safety program promoting the safety of everyone on District property or at a District event. In order that the Board can monitor this goal's achievement, the Superintendent shall make regular reports to the Board containing relevant information.

The superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; fire emergency and drill procedures, tornado protection, instruction in safe bus riding practices, emergency aid, and post-crisis management. There shall be at least 3 full participation exit drills during the regular school term. An exit drill shall be conducted early during the school term and the remaining drills should be scheduled so as to avoid severe winter weather.

### **Child Sex Offender and Murderer Community Notification Act**

No employee, volunteer, or contractor's employee shall be on school property or at any school event if he or she is a child sex offender, as defined in the Child Sex Offender and Murderer Community Notification Law, unless prior permission is given by the Superintendent.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Child Sex Offender and Murderer Community Notification Law. The Superintendent shall serve as the District contact person for purposes of this law. Non-staff members, as well as staff members who are not designated as information recipients, shall be referred to the law enforcement agencies for information regarding child sex offenders.

All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9. The contractor shall obtain a criminal history background check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall contact the local law enforcement authority where each employee or agent resides to determine if the employee is on the list of registered felons who have committed child sex offenses.

### **Student Insurance**

The Board of Education shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents secure the coverage and any contract is between the parent and the company. Each student who participates in athletics, cheerleading, or pompons must have school accident insurance unless the parent(s)/guardian(s) state in writing that the student is covered under a family health insurance plan.

### **Emergency Closing**

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Notification of closings will be done through local radio, the AlertNow system and the District webpage.

### **Pediculosis (Policy)**

This policy has been developed as a guideline for dealing with the incidence of pediculosis in the school environment. It is intended to provide parameters, which ensure that all students are carefully watched and dealt with appropriately when there are occurrences of pediculosis at school. Pediculosis is defined as head lice that live on the human head, and lay eggs, defined as nits on the hair shaft.

Investigate all reported or suspected cases of head lice.

All students in each grade will be checked for head lice by trained examiners at these times:

- 1) Within first two weeks of each school year
- 2) After winter holiday vacation
- 3) After spring vacation

The procedures for head lice checks are as follows:

- 1) A current class list is used as the school nurse performs head checks.
- 2) Disposable plastic gloves are worn, and/or a tool such as applicator sticks or pedicu-stix are used and discarded by trained examiners following each head check.
- 3) Each student's hair will be examined and the results noted as follows:
  - a. Head lice (insects) found
  - b. Head lice nits (eggs) found
  - c. No nits (eggs) or lice (insects) found
- 4) Absent students will be examined upon return to the classroom.
- 5) Parent(s) of a student found with head lice or nits will be notified immediately. The student is then removed from contact with other students and sent home for treatment. When unable to contact the parent(s) by phone, the student will be sent home at the end of the day. All students with head lice or nits will be sent home with a letter regarding treatment of the student and the home environment and information about head lice.
- 6) For re-admission to school the following day, parents must accompany their child to school and show proof of appropriate treatment to the school nurse. Hair must be nit free in order for their child to be readmitted to school.
- 7) If it is determined that this treatment has not been completed, the student will then be removed from contact with other students until the necessary treatment has been completed (i.e., use of pediculicide and removal of nits).
- 8) The heads of all students in the same classroom as the case should be inspected.
- 9) All siblings enrolled in the district should be identified and checked.

Parents/staff will be notified about head lice policies and procedures at the beginning of each school year. *With these guidelines in place, the school will only notify the parents/guardians of the students identified to have live lice or nits.*

#### **Operational Services Policy 4:160**

##### **Hazardous and Infectious Materials**

The Superintendent or designee(s) shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides, and infectious materials.

##### **Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please call (815) 883-9297.

**School Calendar, 2011-2012**

Thursday, August 18	Teacher Institute Day	No Classes
Friday, August 19	First Day of Classes	12:00 dismissal
Monday, September 5	Labor Day	Holiday, No Classes
Friday, October 7	Teacher Institute	No Classes
Monday, October 10	Columbus Day	Holiday, No Classes
Thursday, October 27	Early Dismissal/P/T Conferences	P/T Conferences (evening)
Friday, October 28	P/T Conferences	No Classes
Friday, November 11	Veteran's Day	No Classes
Wednesday, November 23	Early Dismissal	Lincoln 2:00, Washington 2:05
Thursday & Friday November 24-25	Thanksgiving Recess	No Classes
Tuesday, December 20	Early Dismissal	Lincoln 2:00, Washington 2:05
Wednesday, December 21	Winter Break Begins	No Classes
Tuesday, January 3	Classes Resume	
Monday, January 16	Martin Luther King's Birthday	Holiday, No Classes
Monday, February 20	Presidents' Day	Holiday, No Classes
Monday, March 5	Casimir Pulaski Day	Holiday, No Classes
Friday, March 16	School Improvement Day	Dismissal, 12:00
Friday, March 30	Early Dismissal	Lincoln 2:00, Washington 2:05
Monday, April 2	Spring Recess Begins	
Tuesday, April 10	Classes Resume	
Friday, May 25	Teacher Institute Day	No Classes
Monday, May 28	Memorial Day	Holiday, No Classes
Tuesday, May 29	Report Card Day/Graduation	Dismissal, 12:00
May 30-31, June 1, 4, 5	Reserve Days	

**Reporting Periods:**

First Quarter	Ends October 21
Second Quarter	Ends January 13
Third Quarter	Ends March 16
Fourth Quarter	Ends May 29

**Report Cards Out**

Oct 27/28
January 19
March 23
May 29

**Early Dismissals****(2:00 Lincoln, 2:05 Washington)**

November 23  
 December 20  
 March 30

**Professional Development Early Dismissals (2:00 Lincoln, 2:05 Washington)**

September 14 & 21  
 October 19  
 November 2 & 9  
 December 7 & 14  
 January 11  
 February 1 & 8  
 March 7  
 April 11 & 18  
 May 2 & 9

**School Improvement Day****(Dismissal 12:00 – no lunch)**

September 2  
 March 16

**District Office**  
**(815) 883-9297**

**Lincoln School**  
**(815) 883-8932**

**Washington School**  
**(815) 883-3517**

**Preschool Office**  
**(815) 883-9137**