Administrative Welcome

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 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 breaches 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 on the district website at www.ops125.net.

Sincerely,

Mr. Michael J. Pillion
Superintendent
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I. **Introductory Information and General Notices**

A. **General School Information**

This handbook is a summary of the school’s rules and expectations and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection through the district’s website ([www.ops125.net](http://www.ops125.net)) or in the Superintendent’s office located at Lincoln School, 755 Bennett Avenue, Oglesby, IL. 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.

**District Schools**

<table>
<thead>
<tr>
<th>School</th>
<th>Grade(s)</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lincoln School</td>
<td>Preschool</td>
<td>815-883-9297, Option 3</td>
</tr>
<tr>
<td></td>
<td>Kindergarten-Grade 5</td>
<td>815-883-9297, Option 1</td>
</tr>
<tr>
<td>Washington School</td>
<td>Grades 6-8</td>
<td>815-883-9297, Option 2</td>
</tr>
</tbody>
</table>

**Board of Education**

The Oglesby School Board of Education governs the school district, and is elected by the community. The Board meets the third Wednesday of each month in the library at Lincoln School at 5:30 p.m. Meetings 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. To contact the board directly, please send an email to oglesbyschoolboard@ops125.net and the appropriate person will reply to your message.

James Knoblauch, President
Michael Porter, Vice President
Michael Barrie
Jason Curran
Robert Etzenbach
Douglas Kramarsic
Marc Strand
Traci Tomasson, Board Secretary

**Administrative Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Michael Pillion</td>
<td>Superintendent, Oglesby Public Schools, District 125</td>
</tr>
<tr>
<td>Mr. Michael Balestri</td>
<td>Principal, Lincoln School</td>
</tr>
<tr>
<td>Mr. Merritt Burns</td>
<td>Principal, Washington School</td>
</tr>
</tbody>
</table>

**Faculty and Staff**

A complete list of faculty and staff members is available on the district’s website at [www.ops125.net](http://www.ops125.net).

**School Philosophy**

The Board of Education of Oglesby Public 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 Public 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 Public 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
Oglesby Public 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:

- 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.
- 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.
- 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.
- 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.
- Develop an appreciation for individual differences and cooperative living in a democratic society.
- 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.
- 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.
- Develop a gradual sense of independence through a careful nurturing of each individual and his/her skills and gifts.
- Develop a sense of the role technology plays in educational development.

**School Days**

Preschool - There are morning and afternoon classes. The preschool program, housed at Lincoln School, is currently serving children from Oglesby, Tonica, Deer Park, Lostant, Cedar Point, Waltham, and Utica.

**Lincoln School (Preschool thru Grade Five)**

- Morning Preschool: 8:30 a.m. - 11:30 a.m.
- Afternoon Preschool: 12:00 p.m. - 3:00 p.m.
- Grades Kindergarten through Five: 8:45 a.m. - 3:15 p.m.

**Washington School (Grades Six through Eight)** 8:45 a.m. - 3:20 p.m.

**Arrival/Dismissal**

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 or placing a phone call to alert the teacher directly to the change of routine of the 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 directly (not just leaving a voicemail). If the student is a bus rider, the teacher will dismiss the student to the bus unless contacted by the parent. Changes in transportation need to be communicated to the office prior to 2:00 p.m. on regular dismissal days and 1:00 p.m. on early dismissal days.

**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. Students may provide their own locks for lockers. 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. 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.
Lost and Found
Articles that are found should be turned in at the office of the principal. Students losing items should report the loss as soon as possible. Any unclaimed items will be recycled to our children in need clothing program at the end of each trimester.

Ethics and Gift Ban (Policy 2:105)
Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee, shall intentionally solicit or accept any gift from any prohibited source, as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

- Opportunities, benefits, and services that are available on the same conditions as for the general public.
- Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
- Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.
- Educational materials and missions.
- Travel expenses for a meeting to discuss business.
- A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual’s spouse and the individual’s fiancé or fiancée.
- Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
- Food or refreshments not exceeding $75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. Catered means food or refreshments that are purchased ready to consume, which are delivered by any means.
- Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
Intra-governmental and inter-governmental gifts. *Intra-governmental gift* means any gift given to a Board member or employee from another Board member or employee, and *inter-governmental gift* means any gift given to a Board member or employee from an officer or employee of another governmental entity.

- Bequests, inheritances, and other transfers at death.
- Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code.

**Equal Employment Opportunity and Minority Recruitment (Policy 5:10)**

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

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 Procedure. These people are listed on-line under the school policy. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

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.

**B. Visitors (Policy 8:30)**

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. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a visitor badge identifying themselves as a guest and place the badge in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner and must return to the main office and sign out before leaving 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.

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

C. **Equal Opportunity and Sex Equity** (Policy 7:10 & 2:260)

   **Equal Educational Opportunities**
   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.

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

E. **School Volunteers** (Policy 6:250)
School volunteers must complete the “Volunteer Information Form” and be approved by the school superintendent prior to assisting at the school. Forms are available in the Superintendent’s Office. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

F. **Invitations**
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 is excluded. Your cooperation is greatly appreciated.

G. **Treats & Snacks**
The District asks that parents/guardians 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 treats and snacks 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.

H. **Emergency School Closings** (Policy 4:170)
In the event that school would be closed because of inclement weather or some other emergency, student safety will always be the first concern in making that determination. A major factor in arriving at the decision is collaboration with the bus company to ensure that students on bus routes can arrive safely. When school is cancelled, we will enact the district automated system, contact local radio station WLPO and post it on our own website. You can also check WLPO’s website, our district website ([www.ops125.net](http://www.ops125.net)) and our Facebook Page for updates of school closings. Phoning the school for information regarding school closings is discouraged. Please update the school periodically throughout the year if the emergency contact changes. This needs to be done for accuracy for the automated system as well as TeacherEase. It is very important for the school to have current information in the event of an emergency.

I. **Video and Audio Monitoring System** (Policy 4:110)
A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.

J. **Accommodating Individuals with Disabilities** (Policy 8:70)
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.
K. **Students with Food Allergies** (Policy 7:285)
   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 and provide the school nurse with Allergy History Forms. 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.

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

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

   For further information, please contact the building principal or school nurse.

M. **Suicide and Depression Awareness and Prevention** (Policy 7:290)
   Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school’s ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district’s policy, is posted on the school district website.

II. **Academics, Curriculum & Promotion**

A. **Academic Programs**
   The district implements an aligned curriculum with the Illinois Learning Standards in all subject areas.
Preschool Programs:
A half-day preschool program is offered focusing on early readiness activities, socialization, organized play, and self-directed learning experiences.

Kindergarten:
Mathematics Readiness, Reading Readiness, and Writing, Socialization, Group and Individual Activities, Music, Art, Physical Education, Computer Education

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:

4th-8th Grade Band and 6th-8th Grade Choir
Band and Choir are graded academic classes. Students enrolled may choose to drop the class at the end of the trimester. Oglesby School has a select number of instruments that are available for rental. If the instrument sustains any damage while in the possession of the student they will be financially responsible for the repair. The 6th-8th grade band members will receive a band uniform. The uniform must be worn at all designated concerts and be returned clean and hanging at the end of the school year. Students will be financially responsible for any damaged or missing pieces.

Other Supportive Areas:
Speech, Psychological Services, Learning Disabilities, Social Work, Title 1 (K-5), Occupational Therapy, Hearing Impaired, Truancy Officer (ROE), Mentally Impaired Physical Therapy, Junior Achievement, North Central Behavioral Health Systems, ADV/SAS, Youth Service Bureau (LaSalle), Division of Children and Family Services (DCFS), LaSalle County Mental Health Response to Intervention (RtI)
RtI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. All students are monitored on a frequent basis and the information gained is used by school personnel to make decisions regarding educational programming. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. All students receive RtI in a tiered approach. Tier 1 is provided in core curriculum within the general classroom. Tier 2 and Tier 3 are done through differentiation and possible additional support.

B. Curriculum Content (Policy 6:60)
The Oglesby Public School curriculum shall contain instruction on subjects required by State statute or regulation. For a complete listing of these subjects, please reference Policy 6:60, which can be found at www.ops125.net.

C. Grading & Promotion (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.
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

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, but are available in the school offices.

Accelerated Placement
The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

Reports and Conferences
Report card grades are sent home with the individual student three times a year on a trimester schedule which require parental signature on two occasions. Parents can access student grades at any time through their TeacherEase account. Parents are encouraged to request an individual conference regarding their child’s progress at any time when questions may arise. Parents should contact the student’s teacher or 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 one grading period 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 two 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 second grading period.

D. **Homework**
The individual teacher is the most qualified to determine the homework needs of his/her students. The purposes of assigning homework are to review, practice, reinforce, and enrich what they have learned in the classroom. Individual teachers will communicate homework expectations at the beginning of the school year. Any questions regarding homework should be directed to the classroom teacher.

**Daily Communication**
At Lincoln School, students use a daily homework sheet in grades K-2 and assignment notebooks in grades 3-5. At Washington School, students are given an assignment notebook and every effort is made to post daily assignments to the school website www.ops125.net. We encourage you to check these forms of communication daily to remain informed of what is taking place in the classroom.

**Make-Up Work due to Absence**
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. for pickup. 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.

If a student is absent due to illness or emergency, he/she will have one day for every day he/she is absent after returning to school to complete the assigned work for the day of the absence. Please contact your child’s teacher if you have questions about when an assignment is due.

**Make-Up Work due to Suspension**
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.

**Late and Missing Work**
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.

- 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.
- If a student hands in work two days after the due date, he/she may receive up to a 20% grade reduction.
- 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).

**E. Exemption from P.E. Requirements** (Policy 7:260)
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. For exemptions and substitutions, see policies 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students and 7:260, Exemption from Physical Activity.

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.

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.

F. **Home and Hospital Instruction** (Policy 6:150)

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, physician assistant, or advance practice registered nurse, 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.

III. **Attendance & Absences**

A. **Attendance** (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.

The 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.
B. **Student Absences**

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 a parent does not inform the school of a child's absence, the school secretary will attempt to reach the parent/guardian by 10:00 a.m. each day. 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.

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

**Illness, Injury & Medical Emergencies at School**

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 5% of school days enrolled without valid medical excuse).

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.

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

- An attempt will be made to reach parents either at work or home.
- If the school is unable to reach the parents, the person listed as the emergency contact is called.
- 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. Students will only be released to an adult listed as a contact for pick-up unless the parent/guardian has notified the office of the change.

C. **Release Time for Religious Instruction & Observance** (Policy 7:80)

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.

D. **Truancy** (Policy 7:70)

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. 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.
student is considered a chronic truant is he/she has missed more than 5% 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:

- A student who is absent without an 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.
- 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.
- 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.
- 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.
- A full day attendance is a minimum of 300 minutes and half day attendance is 150 minutes per state statute. Students will be marked absent, half-day attendance, or tardy based upon this criteria. This includes absences for medical/dental/counseling appointments. Parents are encouraged to try and schedule appointments for after school hours if possible.

IV. Student Fees & Meal Costs

A. Fees, Fines & Charges
The fee for consumable workbooks and supplies for the 2018-2019 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 $60.00 per year 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.) This fee can be paid in full at registration or in two installments.

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.
B. **Waiver of Student Fees** (Policy 4:140)

The Superintendent will recommend to the School Board a schedule of fees, if any, to charge students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

**Notification**
The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

**Eligibility Criteria**
A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program. The Superintendent or designee will give additional consideration where one or more of the following factors are present:

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

**Verification**
The Superintendent or designee shall establish a process for determining a student’s eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

**Determination and Appeal**
Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.
C. **School Lunch 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 $2.25 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. Students who owe for two lunches may not be allowed to charge additional meals until they pay for previous charges. Parents are expected to pay for lunches ahead of time and maintain a positive balance in their child’s lunch account. Parents can track lunch account balances in their TeacherEase account at [www.teacherease.com](http://www.teacherease.com), and will be notified via email when there is a negative balance.

Students are not allowed to have soda during lunch. Milk, juice or water 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 the lunch period.

**Specific meal hours are as follows:**

**Lincoln School:**
- **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.

**Washington School:**
- **Breakfast**: 8:15 a.m. – 8:40 a.m.
- **Lunch 6-8**: 12:18 p.m. – 12:48 p.m.

**Closed Campus**

Students enrolled in 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.

**Free & Reduced-Priced Food Services (Policy 4:130)**

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy. 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. All approved applications from 2017-18 are valid until September 29, 2018.

**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.

V. Transportation & Parking

A. Bus Transportation (Policy 4:110)
The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to or from school or to or from 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. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student’s individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. The district may provide and charge a fee for transportation for other students residing within one and one-half miles from their assigned school.

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 (815) 220-8800.

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.

- 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.
- Under extenuating circumstances, a student may utilize a different mode of transportation after permission from the proper school authorities has been obtained.
- All requests for transportation waivers are to be filed in the principal’s office at Washington School.
- Parents electing to request a transportation waiver must do so 2 school days prior to the scheduled activity.
- Parents are required to have a waiver filled out on file with a driver’s license if a child participates in sports or activities.
- 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).
- The parent/guardian must sign out with the coach/sponsor in order to waive transportation from the given event.
- A list 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.
- 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.
- 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.

B. Bus Conduct (Policy 7:220)
All students must follow the District’s School Bus Safety Rules.

School Bus Suspensions
The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

- Prohibited student conduct as defined in School Board policy, 7:190, Student Behavior.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus.
Academic Credit for Missed Classes During School Bus Suspension
A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student’s parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses
Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle’s entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board’s discipline policy and shall reimburse the School District for any necessary repairs or replacement.

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 (815) 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.

C. Parking, Drop-Off & Pick-Up Procedures

Parking
Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed.

Lincoln School Drop-Off & Pick-Up Procedures
Please follow these procedures to ensure the safety of all students.

- Please allow buses to go through.
- Please follow traffic flowing southward.
- Please remain in cars and do not park in traffic flow.
- Please do not drop off or pick up students in the center of the road or across the street facing north.
- Preschool students are dropped off and picked up at the north end of the building.
- K-5 students are dropped off and picked up at the middle doors.
- Please submit changes in regard to transportation in writing to the teacher.
- Please call school before 2:00 for pick-up changes in an emergency.

D. 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 with hidden wheels), mopeds, or scooters with motors, are not permitted on school grounds and are not to be brought to school.

VI. Health & Safety

A. Immunization, Health, Eye & Dental Examinations (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. They are also 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 the first time in Illinois by the first day of school.

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 also be exempt if he lives in a zip code area of low lead risk.

Excerpt from Public Act 099-0249 enacted August 3, 2015: Children of parents or legal guardians who object to health, dental, or eye examinations or any part thereof, or to immunizations or to vision and hearing screening tests on religious grounds shall not be required to undergo the examinations or immunizations if the parents or legal guardians present to the appropriate local school authority a signed Certificate of Religious Exemption detailing the grounds for objection.
and the specific immunizations and/or examinations to which they object. The grounds for objection must set forth the specific religious belief(s) that conflict with the examination, immunization, or other medical intervention. The certificate will be signed by the parent or legal guardian to confirm their awareness of the school’s exclusion policies in the case of a vaccine preventable disease outbreak or exposure. The certificate must also be signed by the child’s health care provider responsible for performing the child’s examination for entry into kindergarten or sixth grade. This signature affirms that the provider educated the parent or legal guardian about the benefits of immunization and the health risks to the student and to the community from the communicable diseases for which immunization is required in Illinois. The religious objection provided need not be directed by the tenets of an established religious organization. However, general philosophical or moral reluctance to allow physical examinations, eye examinations, immunizations, vision and hearing screening or dental examinations will not provide a sufficient basis for an exception to statutory requirements. The local school authority is responsible for determining if the content of the Certificate of Religious Exemption constitutes a valid religious objection. The local school authority shall inform the parent or legal guardian of exclusion procedures in accordance with IDPH’s rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690) at the time the objection is presented.

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.

Beginning with the 2016-2017 school year all students entering K-12 will need to show proof of having received two doses of live Mumps vaccine (which most students already have).

Students entering into Kindergarten will have to show proof of receiving four or more doses of the same type of polio vaccine.

Students entering, advancing, or transferring into K, 6th, or 9th grades will be required to show proof of receiving two doses of Chicken Pox (Varicella) vaccine.

Students in 6th grade will need a Tdap vaccine and a meningococcal vaccine.

Preschool children age 24-59 months must show proof of receiving one dose of Pneumococcal Conjugate vaccine (which prevents pneumonia) if they have not already received their primary series.

Students will not be allowed to attend school (from the time of enrollment) until all medical requirements have been met.

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.

**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.

**B. Student Medication (Policy 7:270)**

**Administering Medicines to Students**

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

Each student needing asthma medication or an epinephrine auto-injector (EpiPen®) should turn in an Asthma Action Plan and/or a Food Allergy & Anaphylaxis Emergency Care Plan that his/her medical doctor wants the school personnel to follow.

**Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form. The School 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 asthma medication, or the storage of any medication by school personnel.

**School District Supply of Epinephrine Auto-Injectors**

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for school epinephrine auto-injectors and a standing protocol from a physician licensed to practice medicine in all its branches, or (2) fill the District’s prescription for school epinephrine auto-injectors.
Upon implementation of this subsection and Section 22-30(f) of the School Code, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

**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.

**C. Guidance & Counseling** (Policy 6:270)
The school provides a guidance and counseling program for students. The school social worker is available to those students who require assistance.

**D. Safety Drill Procedures** (Policy 4:170)
All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event.

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; school safety drill program; tornado protection; instruction in safe bus riding practices; emergency aid; post-crisis management; and, responding to medical emergencies at an indoor and outdoor physical fitness facility. During each academic year, each school building that houses school children must conduct a minimum of:

- Three school evacuation drills
- One bus evacuation drill
- One severe weather and shelter-in-place drill
- One law enforcement drill

The law enforcement drill must be conducted according to the District’s comprehensive safety and crisis plan, with the participation of the appropriate law enforcement agency. This drill may be conducted on days and times that students are not present in the building.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone.

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of moveable soccer goals by requiring that they be properly anchored.
E. **Communicable Disease** (Policy 7:280)

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student’s doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

F. **Head Lice** (Policy 7:250)

**Pediculosis**

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. The district will 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:

- Within the first two weeks of each school year
- After winter holiday vacation
- After spring vacation

The procedures for head lice checks are as follows:

- A current class list is used as the school nurse performs head checks.
- 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.
- Each student’s hair will be examined and the results noted as follows: Head lice (insects) found, Head lice nits (eggs) found, No nits (eggs) or lice (insects) found
- Absent students will be examined upon return to the classroom.
- 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.
- 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.
- 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).
- The heads of all students in the same classroom as the case should be inspected.
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.

VII. **Discipline & Conduct**

**A. General Building Conduct**

Students shall not arrive at school before 8:15 a.m. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Toys and games are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.

**B. School Dress Code & Student Appearance** (Policy 7:160)

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. In general, school attire must cover the individual from shoulder to the mid-thigh area. Clarification and guidelines of the general rules follow:

- Tops should completely cover the abdomen and upper body without revealing the upper chest.
- Bottoms should be no shorter than mid-thigh.
- Leggings, tights, jeggings and other spandex clothing may not be worn unless covered by a permissible skirt or long shirt.
- Undergarments should never be showing.
- All clothing and jewelry should be free of reference to alcohol, drugs, sex, violence, and graphic/derogatory pictures or language.
- Students are required to wear appropriate footwear. Flip flops or any footwear that do not have a back or are deemed unsafe by school personnel are not permitted.
- The wearing of objects in pierced body parts 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.
- 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) is not to be worn.
- Allowances for specific clothing styles and lengths may be made when the attire suits the setting as determined by the supervisor for that setting (physical education, special events, etc.).

The final decision on the appropriateness of student dress in the school environment will be made by administration.

C. P.B.I.S.
Oglesby faculty and staff have implemented the PBIS system (Positive Behavior Interventions and Support) at Lincoln and Washington Schools. The premise of the program is to promote a safe, effective, positive learning environment for every child by teaching behavioral expectations through positive rewards and direct instruction of appropriate student behaviors. Research has proven that schools are successful when they help students grow academically, socially, and emotionally. By setting forth clear social and behavioral expectations and holding students accountable for the school wide expectations; the goal is to see an increase in student learning and a decrease in classroom disruptions.

Our teachers and staff have been working hard to develop a system to ensure student success at Lincoln and Washington Schools. Following are the basic components of the program:

- Be Safe, Be Responsible and Be Respectful
- The Behavior Matrix-Specific gives expectations for every student to follow
- Cool Tools-Lessons used to teach students the behavior expectations for every physical setting in the school
- Bulldog Bucks-An acknowledgement system recognizing students following set expectations
- School-wide Celebrations periodically throughout the year
- Minor: Behavior consequence for a teacher managed behavior
- Major: Behavior consequence for an office managed behavior
- 3 Minors equal a Major resulting in an office referral
- Office Referral Forms-Communication between school and home opening up dialogue on how to reach expectations

Tier 2 Behavior Interventions
Check In Check Out (CICO) – This daily check-in system is designed to help our students manage and monitor their own choices during the school day using a check-in sheet. The check-in sheet will support them while they work hard to follow our school-wide expectations to “Be Respectful, Responsible, and Safe”

Social/Academic Instructional Groups (SAIG) – These groups will teach behaviors that align with the three school wide expectations. Students participating in these groups will learn various skills that will help them to be successful throughout their school day. During this time, students will continue with CICO and their daily DPR report will reflect specific behaviors on which they are working.

Tier 3 Behavior Interventions:
Functional Behavior Assessment and Behavior Intervention Plan (FBA/BIP)- This Tier 3 process is highly individualized and involves a team uniquely constructed for each student. It includes an intensive process of data collection for students who exhibit more complex behavior across multiple settings. The end result is a highly individualized plan to predict and
prevent the problem behavior. The resulting, more individualized plan, includes increased opportunities for the student to practice a desired new behavior.

Please refer to the school website (www.ops125.net) for additional information on P.B.I.S.

D. **Student Behavior** (7:190)
The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

**When and Where Conduct Rules Apply**
A student is subject to disciplinary action for engaging in **prohibited student conduct**, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- 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.

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

- Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
- 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.
- Using, possessing, distributing, purchasing, selling, or offering for sale:
- Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
- Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- 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.
- Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- 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.
- 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.
- 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. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. 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); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 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.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing,
bullying, bullying using a school computer or a school computer network, or other comparable conduct.

- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- Teen dating violence, as described in Board policy 7:185, \textit{Teen Dating Violence Prohibited}.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
- Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
- 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.
- Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
- 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 positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. 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.

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

- Notifying parent(s)/guardian(s).
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen, or damaged property.
- In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
- 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.
- Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
- Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal punishment is prohibited. 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:

- 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).
- 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.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students
The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

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 [licensed] 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.

**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.)

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 grading period. Students begin each grading period with a clean slate and the possible exclusion from school activities during each grading period 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.
- 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.

Suspension Procedures (Policy 7:200)

In-School Suspension
The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

- Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
- Students are supervised by licensed school personnel.
- Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension
The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

- A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
- 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.
- An attempted phone call to the student’s parent(s)/guardian(s).
- A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - Provide notice to the parent(s)/guardian(s) of their child’s right to a review of the suspension;
  - Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - Depending upon the length of the out-of-school suspension, include the following applicable information:
    - For a suspension of 3 school days or less, an explanation that the student’s continuing presence in school would either pose:
      - A threat to school safety, or
- A disruption to other students’ learning opportunities.
- For a suspension of 4 or more school days, an explanation:
- That other appropriate and available behavioral and disciplinary interventions have been exhausted,
- As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
- That the student’s continuing presence in school would either:
  - Pose a threat to the safety of other students, staff, or members of the school community, or
  - Substantially disrupt, impede, or interfere with the operation of the school.
- For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
- A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
- Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board 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. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer’s report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board’s written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Expulsion Procedures (Policy 7:210)
The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:

- Include the time, date, and place for the hearing.
- Briefly describe what will happen during the hearing.
- Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
- List the student’s prior suspension(s).
- State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
- Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney’s name and contact information.

Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, 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. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.

During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. 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.

If the Board acts to expel the student, its written expulsion decision shall:

- Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
- Provide a rationale for the specific duration of the recommended expulsion.
- Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
- Document how the student’s continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

Upon expulsion, the District may refer the student to appropriate and available support services.

Students enrolled in the District’s State-funded preschool program may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits expulsion of students from the program.

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.

E. Prevention of and Response to Bullying, Intimidation and Harassment (Policy 7:20 & 7:180)
No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, 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,
stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

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

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)
Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another
person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan
The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District’s goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

- The District uses the definition of bullying as provided in this policy.
- Bullying is contrary to State law and the policy of this District. However, nothing in the District’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
- Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager (Lincoln School)
Mr. Michael Balestri
755 Bennett Avenue
Oglesby, IL 61348
mbalestri@ops125.net
815-883-9297, ext. 120

Complaint Manager (Washington School)
Mr. Merritt Burns
212 West Walnut
Oglesby, IL 61348
burnsm@ops125.net
815-883-9297, ext. 211
• Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

• The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  
  ▪ Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  
  ▪ Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  
  ▪ Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  
  ▪ Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

• The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District’s jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

• The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

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

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

• The District’s bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

• The Superintendent or designee shall post this policy on the District’s Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

• The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy’s outcomes and effectiveness. This process shall include, without limitation:
The frequency of victimization;
- Student, staff, and family observations of safety at a school;
- Identification of areas of a school where bullying occurs;
- The types of bullying utilized; and
- Bystander intervention or participation.

- The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District’s website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
- The Superintendent or designee shall fully implement the Board policies.

F. Sexual Harassment & Teen Dating Violence Prohibited (Policy 7:20 & 7:185)

Sexual Harassment
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/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

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

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

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

G. Cafeteria Expectations

Be Respectful
- Respect All Adults
- Eat your Own Food
- KHFOOTY
• Treat cafeteria workers respectfully
• Practice Good Table Manners
• Inside voices and appropriate language

Be Responsible
• Pay attention when in line
• Wait your turn
• Raise your hand
• Go to designated area
• Clean up your area

Be Safe
• KHFOOTY
• Touch only your food
• Stay in your seat until dismissed
• Follow directions

H. Field Trips (Policy 6:240)
Field Trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

Chaperones
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.

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.

The selection of chaperones:

• First tier of chaperones will be made up of school staff (teachers & aides)
• Second tier of chaperones will be made up of parents of students with significant medical needs.
- If needed, the third tier of chaperones will be made up of head room parents.
- If needed, the final tier of chaperones will be made up of parents who serve as room parents.
- If chaperones are still needed, the teachers will then seek other parent volunteers to help chaperone planned field trips.

Parents who volunteer or are invited to chaperone are reminded that younger siblings are not to be brought on field trips. 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.

I. **Access to Student Social Networking Passwords and Websites** (Policy 7:140)

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

- School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.
- School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

J. **Student Use of Electronic Devices**

Students are not permitted to use cell 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 unless permission is granted by school personnel.

VIII. **Internet & Technology**

A. **Access to Electronic Networks** (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.

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.
B. **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.

C. **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:

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

D. **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.

IX. **Search & Seizure** (Policy 7:140)

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

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

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

x. Extracurricular & Athletic Activities

A. Extracurricular Athletic Activities Code of Conduct (Policy 6:190 & 7:240)
Any student in Oglesby Public Schools who wishes to participate in extracurricular or curricular activities which perform outside of the school day must meet certain scholastic and conduct requirements. Extracurricular activities include the following: boys’ and girls’ basketball teams, volleyball, student council, track (7th & 8th grades), scholastic bowl, cheerleading and school musical. 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 to should the local administration or School Board determines that revisions need to be made.

Scholastic Requirements
All participants of extracurricular activities are expected to work to their fullest ability. Students must work and strive to do his/her best in the classroom. In order to remain participants in extracurricular activities, a student must currently be passing each subject each week when eligibility is checked.

Academic eligibility is checked weekly in accordance with IESA regulations. Suspension from participation in extracurricular activities declares an individual ineligible to participate in any scheduled events for a minimum of 1 week. Eligibility is checked on Friday and is enforced from the following Monday through Saturday. Ineligible students are to attend practices and home events with the team without participation. Students’ grades will be checked each week.

Students who are ineligible 3 times during a given activity will be removed from that activity for the remainder of that 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.

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. Failure to meet this requirement will result in suspension from activity with the same process as noted in the scholastic requirements.

Other topics related to extracurricular activities
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 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 band and chorus events.

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 depending on the nature of the assigned detention.

Physical Exam
Any student who wishes to participate on any athletic team must have an athletic physical on file before they will be allowed to participate, including before cheer tryouts. It is the parents’ responsibility to be sure this requirement is met. Athletic physicals can be received from either a family physician or scheduled at the Hygienic for a nominal fee. Students must also have proof of accident insurance.

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
- 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:

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

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.

B. Attendance of School Sponsored Dances (Policy 6:190)
Attendance at school-sponsored dances is a privilege. All school rules, including the school’s discipline code and dress code are in effect during school-sponsored dances. Students who violate the school’s discipline code will be required to leave the dance immediately and the student’s parents/guardian will be contacted. The school may also impose other discipline as outlined in the school’s discipline code.
C. **Student Athlete Concussion & Head Injuries** (Policy 7:305)
   A student athlete who exhibits signs, symptoms or behaviors consistent with a concussion in a practice or game will be removed from participation. Any athlete who has been removed from an interscholastic contest for a concussion or head injury must be cleared to play by a licensed physician or certified athletic trainer before being allowed to return to practice or competition or return to learn. Parents and students will be informed of this policy in the Agreement to Participate or other written instrument that the athlete and parent must sign before the student is allowed to participate.

xi. **Special Education**

A. **Education of Children with Disabilities** (Policy 6:120)
   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.
   
   Special Education programs and services are available in our district 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 in the office.

**Medicaid Data Release**
If your child receives special education services and is also Medicaid eligible, District 125 can seek partial reimbursement from Medicaid for health services documented in your child’s
Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child’s name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing.

If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to the district office.

Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child’s IEP. Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

B. **Discipline of Students** (Policy 7:230)

**Behavioral Interventions**
Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

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

C. **Exemption from P.E. Requirement**
These exceptions are in addition to the P.E. exceptions available to all students, found in this handbook, Section II, E. (Exemption from P.E. Requirement), Policy 7:260.

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

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

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

D. **Access to Classroom for Special Education Observation or Evaluation**
The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and
buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

XII. **Student Records & Privacy**

A. **Student Privacy Protections** (Policy 7:15)
The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

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 in the district office.

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its discretion by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

- Records kept in a staff member’s sole possession.
- Records maintained by law enforcement officers working in the school.
- Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
- Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

B. **Student Records** (Policy 7:340)
The Family Educational Rights and Privacy Act (FERPA) afford students certain rights regarding their education records. They are:

- 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.
- 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.

- 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.
- 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/she 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.

**C. Student Biometric Information (Policy 7:340)**

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law.

**XIII. Parental Right Notifications**

**A. Teacher Qualifications (Policy 5:190)**

Parents/guardians may request information about the qualifications of their student’s teachers and paraprofessionals, including:
• Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
• Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
• Whether the teacher is teaching in a field of discipline of the teacher’s certification;
• Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

B. Standardized Testing (Policy 6:340)
The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

• Administers the State assessment system, known as the Partnership for Assessment of Readiness for College and Careers (PARCC), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
• Informs students of the timelines and procedures applicable to their participation in every State assessment.
• Provides each student’s parents/guardians with the results or scores of each State assessment and an evaluation of the student’s progress. See policy 6:280, Grading and Promotion.
• Utilizes professional testing practices.

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. Board policy 7:340, Student Records, and its implementing procedures govern recordkeeping and access issues.

Testing and Assessment
District 125 will administer the PARCC 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 test design changes enacted in May, 2015. The following changes are anticipated to continue:

• There will be one test window for the spring PARCC assessment, (Actual dates will be announced later), and will extend from when roughly 75 percent to 90 percent of instruction has been completed.
• Science Test: The State of Illinois reinstated Science testing in spring 2016 at grades 5 and 8.

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 students are in school for these important instructional activities.

C. Homeless Child’s Right to Education (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.

D. **Sex Education Instruction** (Policy 6:60)
Students will not be required to take or participate in any class or courses in comprehensive sex
education, including in grades 6-12, instruction on both abstinence and contraception for the
prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life
instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of
AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor
programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian
submits a written objection. The parent or guardian’s decision will not be the reason for any
student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction
in sanitation, hygiene or traditional courses in biology.

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

E. **English Learners** (Policy 6:160)
The school offers opportunities for resident English Learners to achieve at high levels in
academic subjects and to meet the same challenging State standards that all children are
expected to meet.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the
education of their children, and (2) be active participants in assisting their children to attain
English proficiency, achieve at high levels within a well-rounded education, and meet the
challenging State academic standards expected of all students.

F. **School Visitation Rights** (Policy 8:95)
The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

G. **Pesticide Application Notice** (Policy 4:160)
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. 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.

H. **Mandated Reporter** (Policy 5:90)
All school personnel, including teachers, administrators and staff, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

I. **Unsafe School Choice** (Policy 4:170)
The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student’s parent/guardian, may request special accommodations from the building principal.

J. **Sex Offender Notification Law** (Policy 4:170)
State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

- The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
- The offender received permission to be present from the School Board, Superintendent, or Superintendent’s designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender’s upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee shall supervise a child sex offender whenever the offender is in a child’s vicinity.

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and
Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

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, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

If the District receives information that concerns the record of conviction as a sex offender of any employee of a District contractor, the District will provide the information to another school, school district, community college district, or private school that requests it.

K. Violent Offender Community Notification (Policy 4:170)
State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police website at: http://www.isp.state.il.us/sor/. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police website at: http://www.isp.state.il.us/cmvo/.

L. 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 re-inspected 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.

M. Student Insurance
The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parents/guardians and the company. Students participating in athletics must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

N. Phone Calls
All student phone calls are to be made 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).

O. **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. School administration will work with the local and county authorities, as well as the State’s Attorney’s Office.

P. **Speech Screenings**

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.

Q. **Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District’s website at www.ops125.net.