

# **Ohio Community Schools**

## **Student Handbook**

### **2022-2023**



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## **Introduction**

### **OHIO CONSOLIDATED GRADE SCHOOL, DISTRICT #17**

### **OHIO COMMUNITY HIGH SCHOOL, DISTRICT #505**

#### **FOREWORD**

The Superintendent and the Boards of Education would like to take this opportunity to welcome each of you to Ohio Grade and High Schools. The schools are committed to providing the finest facilities and an excellent staff, all of which are provided for the educational benefit of the student. As a major part of the educational system, each student must strive to develop to the fullest measure of their potential.

This handbook has been prepared for students and parents/guardians so they may become better acquainted with Ohio Grade and High Schools and their educational programs. A school system is a small democratic society and like any democratic society, a few rules, regulations, and policies are necessary. This handbook provides a summary of those rules and expectations most affecting students and is provided as a guide. It is not intended to be all-inclusive. Ohio Grade and High Schools reserve the right to amend or change the contents of this handbook at any time and to deal with any issue that may arise not specifically covered in this handbook. We trust you will abide by these rules and regulations which were developed with your best interests in mind.

#### **STUDENT RESPONSIBILITY**

Schools may operate successfully only when its students are considerate of the rights and property of others. Students are expected to know and follow the rules and regulations of the school. We do not accept the excuse, "I didn't know it was against the rules". Students are expected to be courteous to their classmates, school personnel and any visitor to Ohio Grade and High Schools. Students know what good behavior, respect and courtesy are, and we will expect all students to demonstrate this knowledge in their everyday activities. Students representing Ohio Grade and High Schools at any school function are expected to follow the rules and regulations of the School Districts.

#### **PARENTAL RESPONSIBILITY**

In order to provide the optimal educational environment, it is essential that the parents/guardians and school work closely together. Parents/guardians or students with suggestions or complaints are encouraged to discuss such matters directly with the teacher involved. If not satisfied with the results, you should bring the matter to the attention of the principal and then the superintendent. If you are dissatisfied with the decision of the superintendent, you may then make a written complaint or request to meet with the Board of Education to discuss the grievance.

Parents/guardians should remember that children's personalities and attitudes are usually molded in their home environment. A positive or negative attitude shown by the parent/guardian toward the school is usually reflected in the child's attitude and performance in school. Children's health, appearance, actions, and attendance are the responsibility of their parents or guardians.

## HANDBOOK DISCLAIMER

This handbook is intended to introduce students and parents to the school, its current opportunities, practices, and procedures, rules and regulations. It is not intended to create a contractual relationship with the student. Additional rules, policies, or processes may be developed by the Boards of Education or Administration. This book is not all-inclusive.

# 1. ACADEMICS

## ALTERNATIVE CURRICULUM - ON-SITE AND INTERNET COURSES

### **Sauk Valley Dual Credit**

Sauk Valley Community College Dual Credit Courses are offered to students at Ohio High School. A student who successfully completes a dual credit course may receive credit at both the college and high school level.

Students who request to take these “alternative” courses need to be self motivated and self driven. Students may be denied or withdrawn from these courses by the principal for poor attendance, poor behavior, or poor work ethic. All fees for dual credit courses are paid by the student at half the college cost.

### **Credit Recovery Courses**

Students who are behind in courses or cannot fit courses in their schedule may take approved on-line courses. The student must pay tuition and any fees associated with these courses.

## CLASS SCHEDULES

Classes are scheduled through the guidance department. It is very important for students to plan their schedules carefully to ensure that they are taking the right courses that will assist them in reaching their post-secondary goals. Some courses may not be offered each year. Students wishing to take a particular course should take that course as soon as it can be fit into their schedule.

All requests for schedule changes must be approved by the student’s parent/guardian, the guidance counselor, and the principal/superintendent. Schedule changes must be completed prior to the beginning of the semester. Schedule changes will not be approved after the start of the semester.

It is very important to avoid failing a class; especially a required class. Students failing a course may find it difficult to reschedule that course because of a conflict with another course. Students may schedule no more than one study hall per semester.

## COLLEGE VISITATION

College visits are a valuable way for students to learn more about a post-secondary school they are considering attending. College visits should be scheduled during school vacations whenever possible. Arrangements for a college visit which will result in an absence must be made at least two days in advance with the principal’s office and must include a signed request from the parent/guardian.

All classroom work must be made up in advance or arrangements must be made with the teachers to complete work that will be missed. Juniors and Seniors are allowed two total unaccompanied college visits between September and May.

**Students are asked to return with verification of attendance. This is to be turned in to the office upon the student’s return from a college visit.**

## CREDIT FOR PROFICIENCY, NON-DISTRICT EXPERIENCES, COURSE SUBSTITUTIONS AND AP

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.

5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

#### Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

#### Substitutions for Required Courses

**Vocational or technical education.** A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

### **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT**

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

1. Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade and be in two sports per year);
2. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
3. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

### **GIFTED EDUCATION**

Ohio Grade and High School Districts #17 and #505 of Bureau County recognize that able students require stimulation that is unique from that received from their peers. Therefore, we will provide appropriate stimulation to those students through a variety of means, which will not exclude them from the majority of the districts' daily activities. We recognize that these students must be challenged to keep their abilities viable and allow the creative thinking processes to grow. All students will become able adults and possess the ability to be leaders in their community and country.

### **GRADING SYSTEMS (Grade School)**

#### **Kindergarten**

Students in Kindergarten are graded in several areas with targets which build throughout the year. Students in Kindergarten receive these grades:

**S = Satisfactory:** The student consistently demonstrates understanding of skill or concept.

**I = Improving:** The student is working toward competency; more practice needed.

**N = Needs Improvement:** The student does not yet demonstrate understanding of skill or concept.

### Grades 1 & 2

Students in Grades 1 & 2 receive grades in Handwriting, Language Arts, Reading, Spelling, Mathematics, Science, and Socials Studies. The following grading system is used for Grades 1 & 2:

<u>Grade</u>	<u>Number</u>	<u>Description</u>
<b>E</b>	<b>5</b>	<b>Excellent</b>
<b>S+</b>	<b>4</b>	<b>Good</b>
<b>S</b>	<b>3</b>	<b>Satisfactory</b>
<b>N</b>	<b>2</b>	<b>Needs Improvement</b>
<b>U</b>	<b>1</b>	<b>Unsatisfactory</b>

### Grades 3, 4, & 5

Students in grades 3, 4, & 5 receive grades in Languages Arts, Reading, Spelling, Mathematics, Science, and Social Studies. The following grading system is used for Grades 3, 4, & 5:

<u>Percentage Grade</u>	<u>Letter Grade</u>	<u>Description</u>
<b>99-100</b>	<b>A+</b>	<b>Exemplary</b>
<b>93-98</b>	<b>A</b>	
<b>90-92</b>	<b>A-</b>	
<b>87-89</b>	<b>B+</b>	<b>Above Standards</b>
<b>83-86</b>	<b>B</b>	
<b>80-82</b>	<b>B-</b>	
<b>77-79</b>	<b>C+</b>	<b>Proficient</b>
<b>73-76</b>	<b>C</b>	
<b>70-72</b>	<b>C-</b>	
<b>67-69</b>	<b>D+</b>	<b>Below Standards</b>
<b>63-66</b>	<b>D</b>	
<b>60-62</b>	<b>D-</b>	
<b>Under 60</b>	<b>F</b>	

### Grades 6, 7, & 8

Students in Grades 6, 7, & 8 receive a grade for each class. The following grading system is used for Grades 6, 7, & 8:

<u>Percentage Grade</u>	<u>Letter Grade</u>	<u>Description</u>
<b>90-100</b>	<b>A</b>	<b>Exemplary</b>
<b>80-89</b>	<b>B</b>	<b>Above Standards</b>
<b>70-79</b>	<b>C</b>	<b>Proficient</b>
<b>60-69</b>	<b>D</b>	<b>Below Standards</b>
<b>Below 60</b>	<b>F</b>	<b>Unsatisfactory</b>

### GRADING SYSTEMS/CLASSIFICATION (High School)

A letter system of grading is used. A student's eligibility grade reflects the grade he/she would earn on that day if he/she were transferring to another school. Only the semester grade is recorded on the student's permanent record. Only the semester grade is used to calculate the student's grade point average (GPA). The following scale is utilized to determine the semester grade:

- 85% - Total points for the semester
- 15% - Total points earned on the semester exam

The grading requirements as established by Ohio High School are as follows:

Percentage Grade/	Grade Equivalent/	Grade point
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
Below 60	F	0.0
Incomplete	Inc	0.0

The following is the number of credits that are required for classification in a particular class.

Sophomores	6 credits
Junior	12 credits
Senior	18 credits

### **Graduation Honors: Summa Cum Laude vs. Magna Cum Laude**

- Summa cum laude and magna cum laude are distinctions awarded to high-achieving students at graduation.
- Summa cum laude is awarded to students who graduate with the highest distinction.
- Magna cum laude is awarded to students who graduate with great distinction.
- Ohio High School will award graduating seniors with a cumulative grade point average of 3.5 – 4.0 summa cum laude distinction.
- Ohio High School will award graduating seniors with a cumulative grade point average of 3.0 – 3.49 magna cum laude distinction.
- Sauk scholarships will be awarded to the two students with the highest cumulative GPA and hold either the magna or summa cum laude distinction.

### **GRADUATION REQUIREMENTS**

(24 Credits are required for graduation)

ENGLISH.....	4.0
MATH.....	3.0*
SCIENCE.....	3.0
SOCIAL SCIENCE.....	3.0*
SENIOR SEMINAR.....	0.5
CONSUMER EDUCATION.....	0.5
PHYSICAL EDUCATION/DRIVERS EDUCATION.....	4.0
FINE ARTS OR CAREER EDUCATION.....	2.0*
ELECTIVES.....	4.5*
SAT EXAM Completion	
FAFSA Completion	
<b>TOTAL</b>	<b>24</b>

#### **\*ENGLISH**

2.0 credits must include state required writing-intensive requirement including intensive instruction in computer literacy.

#### **\*MATH**

1.0 Algebra I content  
1.0 Geometry content

**\*Science-** Two years non-specific course sequences or content. Must include laboratory components.

#### **\*SOCIAL STUDIES**

1.0 US History credit  
0.5 Civics credit  
1.5 Social Studies elective credit



American patriotism, principles of representative government, and proper use and display of the flag (105 ILCS 5/27-3 and 27-4). Passing score on examination required for high school graduation.

**\*CONSUMER EDUCATION**

.5 Consumer Education credit can be obtained by taking and passing the Consumer Education proficiency exam, a Consumer Education course, a full year of Intro to Business, a full year of Ag Economics, or Consumer Math.

**\*PHYSICAL EDUCATION**

Students are required to enroll in PE every semester they are in school; the equivalence of one semester of PE will include Health. Juniors and seniors may be exempt from physical education if they qualify under the Board of Education guidelines. Students can fulfill the Driver's Education requirement by enrolling in the summer Driver's Education course, or through an accredited private Driver's Education program. Those students who complete Driver's Education through a private program must provide a certificate of completion.

**\*FINE ARTS or CAREER EDUCATION**

Students can fulfill this requirement by taking courses from the Foreign Language, Music, Art or courses at the Whiteside Area Career Center (WACC). Students must take 2.0 credits from the same department to meet some college and university requirements.

**\*ELECTIVES**

1 year selected from art, music, world languages (may include American Sign Language), or career and technical education (CTE). 1 year selected from art, music, world languages (may include American Sign Language), or CTE.

**\*COMMUNITY SERVICE**

Students are required to complete 20 hours of community service before being eligible to receive a high school diploma. Five hours of the total requirement must be completed during each year of high school. Students must complete a request form that indicates the activity and is pre-approved by the Counselor or administration. Hours will be prorated for transfer students.

**GUIDANCE DEPARTMENT**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

**INCOMPLETE GRADES**

Incomplete grades are sometimes issued when extenuating circumstances (illness, hospitalization) prevent a student from turning in work by the end of a grading period. All incomplete grades must be approved by the Principal. Missing work must be completed within two weeks of the end of the grading period, unless specific arrangements are made with the teacher and Principal. Such arrangements will be in writing and include a timeline for completion and include signatures of the parent, student, and teacher. Failure to complete the missing work will result in an "F" being assigned for the class.

**INTERNSHIPS & JOB PLACEMENT**

12th grade students who have met all of their graduation requirements may enroll in a school approved internship or job placement in lieu of elective courses in the school building.

## LEARNING CENTER

The Learning Center is available for students to utilize extra help. Students receiving a D or F may be referred to the Learning Center. Teachers may also refer students to be in the Learning Center to complete late or missing work. At the teachers' or administrations' discretion, alternate plans may be provided.

## LIBRARY

The library is intended to be a place where students may find resource materials needed for their classes and where students can study without being disturbed. Books, magazines, newspapers, and audio-visual materials are located in the library for student use and enjoyment. Students are responsible for any book checked out and for its replacement cost (including shipping) if lost or damaged. No book or material may leave the library without being checked out. Students coming to the library without the supervision of a classroom teacher must have a pass issued by the classroom teacher. The pass should indicate the reason for the library visit.

### MIDDLE SCHOOL DAILY SCHEDULE

8:00 - 8:20	First Period
8:20 - 9:20	Second Period
9:20-10:20	Third Period
10:21-11:04	Fourth Period
11:06 - 11:51	Lunch
11:53-12:38	Fifth Period
12:40 - 1:25	Sixth Period
1:27 - 2:12	Seventh Period
2:14 - 3:00	Eighth Period

### HIGH SCHOOL DAILY SCHEDULE

8:00 - 8:45	First Period
8:47 - 9:32	Second Period
9:34 - 10:19	Third Period
10:21 - 11:04	Fourth Period
11:06 - 11:51	Fifth Period
11:53 - 12:38	Lunch
12:40 - 1:25	Sixth Period
1:27 - 2:12	Seventh Period
2:14 - 3:00	Eighth Period

School will be dismissed early for teacher in-service and the day prior to a holiday. Dismissal prior to a holiday is 2:00 p.m.

## NATIONAL HONOR SOCIETY

The selection of members to the Ohio chapter of the National Honor Society shall be by a Faculty Council, consisting of all high school staff members. Membership in this chapter shall be based upon scholarship, service, leadership, and character. To be eligible for membership in this chapter, the candidate must have been in attendance for a period equivalent to one semester in this school. Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class with a minimum scholarship average of 3.00. After admission the member must maintain a cumulative average of at least 3.250 for continued membership.

## PROGRESS REPORTS

Parents/guardians are encouraged to talk daily with their children about the school day. Parents/guardians should ask to see homework, completed papers or assignment books. Grades are available for review on TeacherEase at midterm. Parents/guardians may be notified when students are doing commendable work, are failing or near failing, are experiencing behavior problems, or are having difficulty in a class.

## RETENTION

Proficiency in the five major subject areas is considered minimal for promotion to the next grade for K-8 students. The five major subjects are Reading, Mathematics, English, Science, and Social Science. Students who fail two of these major areas for the year will be considered possible candidates for retention. The final grade will be determined by the average of all four quarters. Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of the advantages and disadvantages of alternatives. When any alteration in a student's normal progression through school is contemplated, all factors must be considered. Qualitative measures such as age, physical size, ability, and level of academic achievement shall be supplemented by a qualitative assessment of the student's motivation, self-image, and social adjustment. Students shall not be promoted for purely social reasons. Students who demonstrate a proficiency level comparable to the average student performance one grade or more below current placement shall be provided with an individual remediation plan developed in consultation with the parent(s)/guardian(s). The remediation plan may include summer school, extended school day, special homework, tutorial sessions, and modified instructional materials, other modifications in the instructional program, reduced class size, or retention in grade.

## **SCHOLARSHIPS**

There are many scholarships available to eligible students who intend to continue their education beyond high school. Eligibility is usually based upon grades, need, participation, leadership, character, citizenship, and service. Information regarding scholarships is available from the guidance counselor.

## **SEX EDUCATION INSTRUCTION**

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.

## **SPECIAL EDUCATION**

### **Accommodating Individuals with Disabilities**

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

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 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact the Special Education Coordinator or Principal.

### **Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

School personnel may order the removal of a child with a disability (IEP) from the child's current placement for not more than ten (10) consecutive school days for any violation of school rules, and additional removal of not more than ten consecutive school days in the same school year for separate incidents of misconduct. The parents or guardians of the

special education student are afforded all rights and privileges to have a hearing pertaining to either the decision about the relationship of the behavior to the suspension, and the expulsion itself.

### **Exemption from Physical Education Requirement**

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services,
2. The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or
3. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

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

### **Request to Access Classroom Personnel for Special Education Evaluation or Observation**

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.

### **STUDENT RECORDS AND PRIVACY**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**  
The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**  
Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. **The right to prohibit the release of directory information.**

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes

(whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

- Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is: U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

### **Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

## **STUDENT PRIVACY PROTECTIONS**

### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.

6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

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

### **Selling or Marketing Students' Personal Information Is Prohibited**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

### **STUDENT TRANSCRIPTS**

A student's transcript contains permanent record information as well as a record of a student's activities and awards associated with being a student at Ohio Schools. The school district will be responsible for maintaining up-to-date those parts of the transcript that contain permanent record information (See student records). The student is responsible for keeping up-to-date the record of activities and awards. Requests for updating the record of activities and awards may be made through either the Guidance Office or the Principal's Office.

### **STUDY HALLS**

Study halls are designed to allow students an opportunity to complete out of class assignments and to make thorough preparations for class so that their achievement may be representative of their best efforts. A study hall is a place to study. Talking without permission is prohibited and must be kept to a minimum. Students are to be in their assigned seats unless they have permission to be elsewhere. If a student has completed all of his/her work, he/she may be allowed the privilege of reading magazines or newspapers, or pursuing individual interests with the materials and books from the library.

### **SUPPORT PERIOD**

11th & 12th grade students who have a C or higher in all of their classes may be excused to leave the building after their 7th period class. Students who do not have their own transportation will be assigned to a study hall.

### **WHITESIDE AREA CAREER CENTER**

Juniors and seniors may elect to attend the Whiteside Area Career Center in Sterling, Illinois with the approval of the Principal and Superintendent. Ohio High School is charged a tuition fee by the Career Center for every student that attends. Therefore, there might be, from time to time, a limit in the number of students attending the Center in Sterling. Career Center students earn one credit per semester. Students must ride the school bus to Whiteside.

## **2. SAFETY**

### **ACCIDENTS**

Students injured while participating in a school-sponsored activity, during school hours, or when on school property before or after school, must immediately report the injury to a teacher or the Principal's Office. All injuries, no matter how minor, must be reported to the office. Parents will be notified when an accident (other than minor scratches) occurs. Those students covered under the Student Accident Insurance Program must notify the office of any accidents to be covered.

### **ACCIDENT INSURANCE**

Student accident insurance may be purchased at registration (Student Accident Insurance Program). This is a voluntary insurance program that offers some protection for medical expenses due to accidents. Plans are available to provide for extended 24-hour coverage at a minimal charge to the parent. The school offers coverage during the time they are in school at no charge.

Parents/guardians may elect to purchase the Student Accident Insurance Program or certify, in writing, that they have adequate coverage from another company. Students may not participate in any extracurricular activity without proof of insurance.

### **BUS SAFETY**

Please be aware of school buses and children as you pick up and drop off your children at school. Please drop-off-pick-up your children on the south and east side of the playground area behind the school. The priority of the school district is the safety of the students. Parents should not pass school buses that have their stop signs extended as students are loading and unloading the buses in front of the school. This can create a hazardous situation for the students. The drivers who pass the buses while students are loading and unloading with their stop signs extended will be reported to the school administration.

### **BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. 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.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.



4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the Transportation Director.

## **BUS RULES AND REGULATIONS**

### **Pick-Up**

- A. Be on time at your designated bus stop. Help keep the bus on schedule.
- B. Students should be outside waiting for the bus. If it is raining or extremely cold, we encourage you to wait inside and proceed outside when you see the bus approaching.
- C. Observe safety precautions at pick-up. Where it is necessary to cross the road, wait for the stop arm and a signal from the bus driver permitting the student to cross.

### **Drop-Off**

- A. Students getting off the bus are to go directly to their home. Students are not to turn back toward the bus for any reason (get the mail, etc.).
- B. Students will only be permitted to get off at their own home unless parents/guardians have made prior arrangements with the school office.
- C. Any student who is not a regular bus student must have written permission from their parent/guardian stating where the student is to get off the bus. If visiting another student, written permission must also be obtained from that student's parent/guardian. All notes must be turned in and approved by the office.

### **PAWS**

#### **1. PRACTICE RESPONSIBILITY:**

- A. Stay seated at all times. Face the front with feet on the floor.
- B. Keep hands and feet to yourself.
- C. Keep body, feet, books, bags, packages, coats, and all other articles out of the aisle.
- D. Keep hands and head inside the bus.
- E. All balls and toys must be in a backpack or athletic bag.

#### **2. ALWAYS BE KIND:**

- A. Use friendly responses to greetings.
- B. Share your seat.

#### **3. WE ARE READY:**

- A. Be aware of pick-up and drop-off locations.
- B. Gather belongings and report or depart in a timely and orderly manner.

#### **4. SHOW RESPECT:**

- A. Voice volume is low. No yelling, foul language, or obscene gestures. No yelling out bus windows.
- B. Do not throw anything on the bus or out the windows.

- C. Do not create distractions for the driver.
- D. Students must be absolutely quiet when approaching a railroad crossing and until the tracks have been cleared.

**The driver is in charge of the bus at all times. Listen and follow the directions of the driver. The driver reserves the right to assign seats.**

### **HEAD LICE**

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

1. Parents are required to notify the school nurse or Principal if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or staff member and the child is determined to be free of the head lice. Infested children are prohibited from riding the bus to school to be checked for head lice.

### **HEALTH, EYE, AND DENTAL EXAMINATIONS, IMMUNIZATIONS, AND EXCLUSION OF STUDENTS**

#### **Required Health Examinations and Immunizations**

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

Entering kindergarten or the first grade;

Entering the sixth and ninth grades; and

Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, head start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

#### **As required by State Law.**

1. The required health examinations must be performed 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 authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians 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.

The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine. Unless the student is homeless, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, 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, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

#### **Eye Examination**

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of

kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### **Dental Examination**

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examination or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

### **Homeless Child**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, Education of Homeless Children, governs the enrollment of homeless children.

## **COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE**

Students with or carrying a communicable and/or chronic infectious disease have all rights, privileges, and services provided by law and the District's policy. (Please see Administrative Procedure)

### **Administrative Procedure**

When the Principal receives notification that a child in the District has been diagnosed as having a contagious disease, Acquired Immune Deficiency Syndrome (AIDS), MDS-Related Complex (ARC), or Human Immunodeficiency Virus (HIV), he shall immediately notify the Superintendent of the child's identity. The Principal may, as necessary, disclose the identity of the infected child to those persons who, by federal or state law, are required to decide the placement or educational program of the child (ex: the school nurse and the applicable classroom teachers.) Others may be informed as necessary, provided the child's identity is not revealed. The administration shall observe all rules of the Illinois Department of Public Health regarding communicable and chronic infectious diseases. The District shall report to the local health authority, where appropriate, known or suspected cases of a communicable and chronic infectious disease involving a District student. The collection and maintenance of the student's medical information shall be done in a manner which ensures the strictest confidentiality and is in accordance with federal and state laws regarding the student's records. The determination of whether the student with a communicable and chronic infectious disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be made on a case-by-case basis by the Communicable and Chronic Infectious Disease Review Team, the student's personal physician and local health authorities, and the Multi-Disciplinary Committee. If the infected student is not permitted to attend school in a regular classroom or participate in school activities with other students, due to determination that he or she poses a high risk of transmission of a communicable and chronic infectious disease to other students and staff, every reasonable effort shall be made to provide the student with an adequate alternative education. State regulations and school policy regarding homebound instruction shall apply. Temporary removal of the student from the District's classroom(s) may be appropriate when the student lacks control of bodily secretions, the student has open

sores that cannot be covered, and/or the student demonstrates behavior (e.g. biting) which could result in direct inoculation of potentially infected body fluids into the bloodstream. Temporary removal of the student from the classroom for those reasons listed above is not to be construed as the only response to reduce the risk of transmission of a communicable and/or chronic infectious disease. The District shall be flexible in its response and attempt to use the least restrictive means to accommodate the student's needs.

The removal of a student with a communicable and/or chronic infectious disease from normal school attendance shall be reviewed by the Communicable and Chronic Infectious Disease Review Team, in consultation with the student's personal physician and local public health authorities at least once every month to determine whether the condition precipitating the removal of the student has changed. If the parents/guardians disagree with the student's alternative education placement or program, they shall be offered the opportunity to an appeal to the School Board within 10 days of their notification of the decision of the Communicable and Chronic Infectious Disease Review Team. When a student returns to school after an absence due to a communicable and chronic infectious disease, the school administration may require that he or she present a certificate from a physician licensed in the State of Illinois stating that the student qualifies for readmission to school under the rules of the Illinois Department of Public Health which regulate periods of incubation, communicability, quarantine and reporting. The Superintendent or a designee shall be responsible for communicating and interpreting the District's communicable and chronic infectious disease policies and procedures to School District personnel, parents, students, and community persons.

### **DISASTER PROCEDURES**

Disaster drills will be conducted throughout the school year. Signs depicting proper procedure are located in each room. Students should familiarize themselves with these procedures. Students should proceed quickly, in an orderly manner, to their assigned locations.

### **EMERGENCY SCHOOL CLOSINGS**

In cases of bad weather and other local emergencies, an "all-call" message and text message will be sent to all homes. You may also listen to any local radio or television station (WZOE, WAJK, WGLC, WQAD, KWQC) to be advised of school closings or early dismissals. We attempt to make decisions about closings by 6:15 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

### **ENGLISH LEARNERS**

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; (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; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the Principal.

### **FOOD ALLERGIES**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 815-376-4414.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Students are encouraged not to share food due to the potential risk of food allergies.

### **HOME AND HOSPITAL INSTRUCTION**

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

### **ILLNESS DURING SCHOOL HOURS**

A student who becomes ill during the day should report to the Principal's Office. Parent/guardian or a designated emergency person will be contacted and arrangements will be made. Under no circumstances will a student be allowed to leave school unless a responsible adult is available to care for her/him.

### **PESTICIDE APPLICATION PROCEDURES**

Ohio Schools has an extensive pesticide application policy for both indoor applications and outdoor applications. The building is treated once a month for pest control issues on Fridays after school. This allows for chemicals to dissipate over the weekend.

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 contact administration.

### **PLAYGROUND RULES**

#### **Boundaries for Play**

- A. Blacktop area behind school (east side of school)
- B. Playground equipment area behind school (east side of school)
- C. Grassy area adjacent to offices

#### **Restricted Areas**

- A. Window wells
- B. Ramp leading to cafeteria/music room
- C. Fire escapes
- D. Entrance steps to auditorium
- E. North or south sides of school

**Do not leave the playground area or enter the school without permission from the supervisor.**

#### **PAWS**

#### **1. PRACTICE RESPONSIBILITY:**

- A. Use equipment correctly.
  - 1. No tag games or balls on playground equipment.
  - 2. No running up the slides.
  - 3. Don't stand in front or back of someone swinging.
  - 4. Stop swings before getting off.

#### **BALLS**

- 5. Use balls appropriately.
- 6. Keep balls away from the roof, window wells, and streets.
- 7. If you are responsible for a ball leaving the playground, tell the supervisor immediately and ask permission to get it.

#### **BASEBALLS/BATS**

- 8. Play baseball in area designated by supervisor. Use caution when swinging bats. Designate an area for "on deck" away from others.
- 9. Wiffle bats only.

10. No hardballs or hardball bats.
11. If throwing a bat, the batter is “out.” (More than once, player is done playing.)

**2. ALWAYS BE KIND:**

- A. Be mindful of and include others.
- B. Be a good sport.

**3. WE ARE READY:**

- A. Put away all equipment.
  1. When the bell rings, return all equipment to supervisor or designated area.
  2. Carry all equipment. Do not throw or kick balls when bell rings.
  3. Gather equipment in a timely manner.
- B. Line up quickly (K-5) and orderly.

**4. SHOW RESPECT:**

- A. Follow adult directions.
- B. Keep hands and feet in your own personal space. (“Hands-on” games such as tag and football must be touch.)
- C. Use friendly language.

**Other Restrictions**

- No bikes, skateboards, or snowboards.  
SNOW: No throwing snow or snowballs. No “king of the hill.”  
No “chicken fighting.”

**Inside Days**

- A. PAWS expectations apply. (Practice Responsibility, Always Be Kind, We Are Ready, Show Respect.)
- B. Gym shoes only.
- C. Regulation basketball around one basket only. (No half court or longer shots taken.)
- D. No playing on bleachers or throwing balls into bleachers.
- E. Follow rules and listen to adult instructions

**This is not all-inclusive. Follow adult supervisor’s directions and rules.**

**SCHOOL CROSSING**

The official school crossing at the Catholic Church is to be used by all students who cross the highway. A crossing guard is provided at this intersection for the safety of the children. Students are not to cut through private property.

**SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY**

This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child’s school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public’s health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the **goal** of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the **Governor**, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

1. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
2. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
3. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
4. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
5. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
6. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
7. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
8. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
9. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
10. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
11. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association<sup>1</sup> before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

### **STUDENT MEDICATION**

Taking medication during school hours or during school-related activities is prohibited 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 by completing a "School Medication Authorization Form."

No school or district employee is allowed to 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 is allowed to 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 procedure.

#### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. 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 injector, asthma medication, and/or a medication required under a qualifying plan.

#### Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

#### Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

#### Emergency Aid to Students

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

## **STUDENT PRIVACY AND PROTECTION**

### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.



The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

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

### **Selling or Marketing Students' Personal Information Is Prohibited**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

### **STUDENT WALKERS/BIKE RIDERS**

Students in Grades 2 and under are not permitted to walk or ride their bikes home alone.

### **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 school principal. Parents/guardians are responsible for and must:

- a. Provide a doctor's diagnosis of the condition.
- b. 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.
- c. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- d. Sign the Diabetes Care Plan.
- e. 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.

## **3. Procedures**

### **ACCEPTABLE USE POLICY FOR COMPUTER, INTERNET, AND ELECTRONIC DEVICES**

#### **Student Acceptable Use of Electronic Networks**

##### **Introduction:**

Electronic information resources which include, but are not limited to student email, the Internet, desktop computers, laptops, Chromebooks and other network files or accounts are available to students of the District. It is the goal of the District to provide current technology in communications and electronic services to all students in order to promote education, efficiency, information sharing, and a cooperative and innovative environment.

##### **Scope:**

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, rules and regulations. Such are provided so that users are aware of the responsibilities they are about to accept. In general, users' responsibilities necessitate efficient, ethical, and legal utilization of the network, computer resources, student email, and other technology resources. Internet access is coordinated through a complex association

of government agencies as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no professional or educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials and protect its users. Users who access, transmit, or store inappropriate material or who take action that violates the Student Acceptable Use of Electronic Networks procedure are subject to disciplinary or legal action.

### **Terms and Conditions of this Agreement:**

The reading and acknowledgement of this procedure is legally binding and indicates that the student and parent/ guardian have carefully read, understand, and agree to the terms and conditions given within this procedure.

1. **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The teacher/administrator or Tech Administrator may limit, suspend, or revoke access to electronic resources at any time.
2. **Acceptable Use:** Inappropriate material or communications defined: Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. Material or information considered to be in violation of the Student Acceptable Use of Electronic Networks procedures includes, but is not limited to the following:
  - Copyrighted material
  - Criminal activities or terrorist acts
  - Illegal solicitation
  - Threatening or obscene material
  - Sexism or sexual harassment
  - Racism
  - Material protected by trade secrets
  - Pornography
  - Inappropriate language
  - Disrupting the educational experience of others
  - Gambling
  - Explosive devices
  - Political lobbying
3. **Etiquette:** Students have the responsibility to assure all shared information meets the standards set forth in this procedure. Each account holder and user is expected to abide by the generally accepted rules of user etiquette. These rules of etiquette prohibit, but are not limited to the following:
  - Using obscene language
  - Harassing, insulting or attacking others
  - Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
  - Violating copyright laws
  - Using others' passwords
  - Trespassing in others' folders, documents, or files
  - Intentionally wasting limited resources
  - Employing the network for commercial purposes
  - Sharing confidential information on students or employees
  - Sending or displaying offensive messages or pictures
  - Taking, sending or displaying pictures during school hours without teacher/admin permission
  - Promoting, supporting or celebrating religion or religious institutions
  - Accessing personal computer devices (Peer to Peer) outside the District's electronic network.
4. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network as well as the Internet system. Vandalism also includes, but is not limited to overloading of data on the server as well as the uploading, downloading or creation of computer viruses in an intentional manner. Vandalism is considered a violation of this procedure and as such is subject to disciplinary or legal action as deemed appropriate by the administration.
5. **Service Disclaimer:** The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the student may suffer while on this system. These damages may include but are not limited to: loss of data as a result of delays, non deliveries, mis-deliveries, or service

interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the student's own risk. The District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

6. **Filtering, Monitoring, and Review:** The District, in order to comply with local, state, and federal laws and standards, filters Internet content on systems to which students may have access. This filtering removes access to websites and Internet servers that have been deemed to have inappropriate content not of an educational value. Report any errors found regarding what sites being, or not being filtered, immediately to an administrator or the Technology Coordinator. The District retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on District equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration's discretion. The District retains the right to review current and back-up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure be discovered.
7. **Network:** The use of an assigned account must be in support of education, business, research and/or within the educational and learning objectives of the District. Each user is responsible for this provision when using the District electronic information resources. Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log on to the system as the systems administrator. Any security concern must be reported to the teacher/principal or systems administrator at once, as well as changes to user account information. Information stored on the network is not to be considered permanent or private. As such, the District retains the right to review and remove as needed data or files found on the network that violates this procedure or that are not in direct support of education or business. In addition, regular maintenance activities can result in the deletion of information deemed not compliant with this procedure. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on the network during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.
8. **Internet:** Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the District are forbidden. It is advised to not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations. Additionally, it is understood that students who publish personal web pages outside the district that may be accessed by District computers must also abide by the same standards of appropriate content that all District hosted web pages must maintain. Sites found to be in violation of this will be blocked administratively and appropriate action taken to ensure the removal of dangerous or libelous content hosted by outside web resource providers. Further, the administration reserves the right for further and appropriate action in situations where student personal web pages and or/sites exist that violate the spirit of this procedure.
9. **Computers Use:** The District provides desktop, laptop computers and Chromebooks for student use while in the curricular setting. District provided computers are not to be modified in any way, including the addition or removal of hardware or software, without prior permission from the Tech Administrator or an administrator. District provided computers may not be removed from District property without prior approval from the systems administrator. Removal of District owned equipment is in violation of this procedure and disciplinary or legal action may result. District provided computers are not to be used for personal financial gain at any time. Use of District provided computers, or systems, to gain personal income or monies is expressly forbidden, unless it is for fundraising activities associated with school and has prior approval from the systems administrator. This activity is considered a violation of this procedure and is subject to disciplinary or legal action as deemed appropriate by district administrators. Information stored on computers maintained by the District is not to be considered private. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on District provided computers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure exist.
10. **Student Email:** Email provided to students of the District is primarily for internal educational communications. Student email addresses should not be available to the public unless deemed appropriate by the administration. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, student to administrator email correspondence should follow proper etiquette guidelines listed in section 3 of this procedure. In addition, student email will not violate the Board of Education's policies and will not:

- Promote, or support political functions or agenda's in any way, both internally and externally.
- Promote, or support private business or industry, especially the originators own private concern or business.
- Promote illegal activities or activities prohibited by District policy, or procedures, as found in this procedure or in the Board of Education Policy Manual.
- Engage in internal or external email activities that are regarded as Spam or mass emailing, unless for information purposes as approved by District administrators.

Spam is defined as email that is sent to multiple individuals in an uninvited manner for purposes of furthering a private and/or political agenda, the transmission of questionable material, or as a means of solicitation. It must be the student's understanding that the District **provided email is not private or protected**. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, either through discovery as part of regular maintenance or by staff, student, or parental complaint, the District reserves the right to review data and files found on email clients and servers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.

**11. Notification Regarding Student Accounts or Profiles on Social Networking Websites:** 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.

**Receipt and Acknowledgement of the Student Acceptable Use of Electronic Networks is required before access to Electronic Networks is granted. Secondary students and their parent/guardian must sign the Student Authorization of Acceptable Use for Electronic Networks form and return it to the appropriate building administration before students will be granted access to District electronic networks.**

### Online Privacy Statement

The District respects the privacy of all website visitors to the extent permitted by law. This Online Privacy Statement is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us. There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

### Network Traffic Logs

In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

### Website Visit Logs

District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

### Cookies

Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

### **Information Voluntarily Provided by You**

In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations. Each web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or the Tech Administrator, with questions or concerns on the use of personally identifiable information. While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

### **Web Links to Non-District Websites**

District websites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this Online Privacy Statement; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

### **Electronic Devices (including cell phones)**

- The use of electronic devices and other technology at school is a privilege, not a right. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod, iPad, IWatch, Bluetooth, or other similar electronic devices.
- **Grade School District #17:** Students are prohibited from using electronic devices, except as provided herein. Electronic devices must be kept powered-off and stored in student lockers during the school day and when students are present in the building before school unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP) or 504 Plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- **High School District #505:** Students are prohibited from using electronic devices, except as provided herein. Students are allowed to use electronic devices during non-instructional time, which is defined as before school, during passing periods, and during the student's lunch period. Electronic devices must be concealed and out of sight with notifications turned off at all other times unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP) or 504 Plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to the following: (1) using the device to take photographs in locker rooms and/or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing indecent visual depiction or dissemination of private sexual images (i.e. sexting).
- The use of a cell phone or other electronic device outside of what is allowed per handbook policy may result in confiscation of the phone or loss of electronic device privileges.
- Students that bring their own electronic devices are responsible for any damages or theft that occurs at school.

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

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Please email your questions or concerns to the Technology Administrator.

## ARRIVAL AT SCHOOL

Grade School students (K-8) are asked **not** to arrive at school before 7:40 a.m., unless they have an appointment with a teacher or have permission from a school administrator. Grade School students arriving at school should proceed to the playground and remain on the playground until the first bell at 7:50 a.m. In inclement weather, students may enter the building at the direction of the playground supervisor and wait quietly in the auditorium. No one is to be in the halls or at their lockers until the first bell has rung at 7:50 a.m. Grade School students may enter the building after the first bell and at the direction of the playground supervisor.

High School students are asked not to arrive at school prior to 7:40 a.m. unless they have an appointment to meet with a teacher. Students may enter the building between 7:40 a.m. and 7:50 a.m. and wait quietly in the library until the first bell rings. **No one is to be in the halls or at their lockers until the first bell has rung at 7:50 a.m.**

## ASSEMBLIES AND RALLIES

Assemblies are planned by the students, faculty, administration, or PTO. Some relate to special days and events; others involve awards, recognition, and display of student achievements. Pep rallies may be held before athletic events. The cheerleaders assume the responsibility for the planning and conducting of these rallies. Students are to sit with their class; class sponsors will assume a supervisory role. All students are required to attend and to remain in attendance until the end of the program.

## ATTENDANCE

### **Attendance Overview**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Parents/guardians are asked to call the school office before 8:10 a.m. if their child will be absent that day. If a child will not be returning from lunch, parents or guardians are asked to notify the school immediately. Students returning to school after an absence must bring a signed excuse to the principal's office upon their return.

If a student is absent, they will be expected to complete any make-up work. The penalty for not doing the make-up work will be decided by the teacher. Reasonable deadlines for tests and class work will be established by the teachers after careful consideration of the circumstances of the absence and must be met by the student. It is the student's responsibility to be aware of all class assignments and deadlines. Parents/guardians of students who expect to be absent for more than a week should contact the school to make arrangements for missed work or possible tutoring. The school may require a doctor's release for readmission to school, or school activities, for various medical conditions.

If a student is absent 10 consecutive days without the parent notifying the school regarding the reason, the student is subject to being dropped due to non-attendance.

### **Absences (Excused)**

Absences for the reasons listed below will be marked as an excused absence if called in within 24 hours of the absence. Documentation or proof of the reason may be required from a professional source in some cases.

1. Illness or injury
2. Serious illness or death in family
3. Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required.)
4. Unavoidable accident or emergency
5. Religious holiday

6. Court (subpoenaed as witness)
7. College Visit / Military Visit (with verification)

### **Absences (Unexcused)**

All other absences are unexcused unless they are specifically excused by the Principal. Requests for excused absences for reasons other than those listed above should be made directly to the Principal. Students are subject to receiving no credit for any work assigned and any quiz or exam given on the date(s) of the unexcused absence. Unexcused absences include but are not limited to:

1. Truancy
2. Oversleeping
3. Missing the bus
4. Lack of ride to school
5. Private vehicle breakdown or failure to start
6. Working
7. Personal business
8. Vacation

### **Excessive Absences**

Student attendance at school is a large factor in the success students experience at school. Students who are excessively absent from school may be required to provide documentation from a professional/medical source explaining the cause of the absences. Students with excessive absences will be subject to administrative consequences.

### **Make-up Work**

If a student is absent, they will be expected to complete any make-up work. The penalty for not doing the make-up work will be decided by the teacher. Reasonable deadlines for tests and class work will be established by the teachers after careful consideration of the circumstances of the absence and must be met by the student. It is the student's responsibility to be aware of all class assignments and deadlines. Parents/guardians of students who expect to be absent for more than a week should contact the school to make arrangements for missed work or possible tutoring. The school may require a doctor's release for readmission to school, or school activities, for various medical conditions.

### **Prearranged Absences**

Whenever you know in advance that you will be absent from school due to family vacation, required court appearance, business interview, college visitation or other unavoidable circumstances not considered excused, your parent/guardian must contact the Principal to request a Prearranged Absence. It is your responsibility to secure a Prearranged Absence Form from the Principal and to make arrangements with each of your teachers regarding assignments. This should be done at least two days prior to your absence.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **Truant's Alternative and Optional Education Programs**

Supportive services may be offered to a student who is experiencing an attendance problem, including: parent-teacher conferences, counseling services by social workers, counseling services by psychologists, psychological testing, alternative educational programs, alternative school placement, and/or community agency services. The student who is placed in an alternative education program shall meet with the Principal and appropriate staff for the purpose of developing an individualized option education plan. The truant student's parents/guardians shall participate in the planning sessions unless the truant student is 18 years of age or older.

### **CHALLENGE PROCEDURES**

Parents/guardians have the right to challenge any entry in a student's permanent record, exclusive of grades, on the basis of accuracy, relevance, and/or propriety. Procedures for making a challenge are available at the school during regular school hours.

### **CLASSROOM CONDUCT PROCEDURES**

The classroom is a place for learning. Students are expected to become active participants in the learning process. Students should arrive at each class with all the necessary materials and be prepared for class. Students are expected to show the proper courtesy and respect for their classmates, staff, and visitors.

Each teacher has the responsibility for establishing the rules of conduct for their individual classroom. Students are expected to follow those rules established for each classroom. All food and drinks are prohibited in classrooms and hallways with the exception of water contained in a clear, plastic container.

### **CLOSED CAMPUS**

Students will not be allowed to leave campus during the school day. Parents/guardians are allowed to sign out their student(s) for lunch. Parents/guardians will also be required to sign their student back into the office upon returning to school. Students leaving campus unauthorized will be subject to administrative consequences.

Students are not to be in the classrooms, halls, and/or auditorium area during the lunch hour unless they have a pass issued by a teacher.

### **COMMUNITY REQUESTS FOR FACILITY USAGE**

All requests for usage of the school facilities should be made by completing a "Facility Usage Form" (available in the Principal's Office) and submitted to the Principal's Office for approval.

### **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity 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 or parent/guardian with a sex equity or equal opportunity concern should contact the Superintendent.

### **FEES, FINES & CHARGES; WAIVER OF STUDENT FEES**

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



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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

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

### **GRIEVANCE PROCEDURE**

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statutes, or Board Policy, or have a complaint regarding:

- Title II of the Americans with Disabilities Act
- Title IX of the Rehabilitation Act of 1972
- Section 504 of the Rehabilitation Act of 1973
- Sexual Harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
- The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
- Curriculum, instructional materials, programs

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

#### **Filing a Complaint**

A person (hereinafter Complainant) who wishes to avail him/herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parents/guardians of a student. The Complaint Manager shall assist the Complainant as needed.

#### **Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. If the complainant is a student, the Complaint Manager will notify his or her parents/ guardians that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with

the School Board, which shall render a decision in accordance with the Decision and Appeal Section of this policy. The Superintendent will keep the Board informed of all complaints.

### **Decision and Appeal**

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the School Board. Thereafter, the School Board shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a School Board hearing.

Complaint Managers:	Superintendent	Principal
	103 Memorial Street	103 Memorial Street
	Ohio, IL 61349	Ohio, IL 61349
	815-376-4414	815-376-2934

### **HALLWAY BEHAVIOR**

Since Ohio Grade School operates on a different schedule than Ohio High School, it is essential that the students respect the rights of those in class during the passing times. Students should move between classes quietly and with respect for other students and teachers. Behavior that disrupts other classes or infringes upon the rights of another individual will not be tolerated. Students are not allowed in the hall while classes are in session without a pass issued by a staff member. Passes will be issued for valid reasons only.

### **HOMELESS CHILD'S RIGHT TO EDUCATION**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### **LOCKERS**

Each student in grades 6-12 will be assigned two lockers. The locker in the auditorium is for books and coats, and the P.E. locker is for gym clothes and equipment. Each student will be issued locks at the beginning of school for their P.E. locker and for their auditorium locker. Lockers are to remain locked during the school day and after school. Only locks issued by the school may be used. Students are responsible for the replacement cost of any lock. Lockers should not be used to store valuables. If it is necessary to bring valuables or money to school, bring it to the Principal's Office for safekeeping. Personal property is the student's responsibility and the school assumes no liability for its care. Ohio Schools reserves the right to inspect any locker at any time without notice or consent of the student.

### **MANDATED REPORTERS**

All school personnel, including teachers and administrators, 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.

### **MESSAGES**

Students will not be called out of class to come to the phone. In case of extreme emergencies or important messages, the office will contact the student as quickly as possible. Flowers and balloons must be delivered to the Principal's Office. Students may only claim such deliveries prior to leaving school.

## PARENT NOTICES REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT

### I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

### II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see handbook procedure 12:20 2

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

### III. 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.

## PERMISSION TO LEAVE SCHOOL

Students are not to leave the building during the school day without the permission of the Principal or his/her designee. **Students given permission to leave must report to the Principal's Office to sign out prior to leaving the school grounds and to sign back in upon their return to school. Parents are required to give prior permission for their child to leave the building.**

## RANDOM DRUG TESTING - GRADE SCHOOL AND HIGH SCHOOL

In order to promote the safety, health, and well being of Ohio students, for the confidence of the students, parents, and community, and to promote drug free lives during the school years, Ohio Grade School and Ohio High School have established a drug education and testing program for students in grades six through twelve who participate in athletics, extra-curricular activities, and through voluntary self inclusion.

The purpose of the program is to prevent tobacco, drug, and alcohol usage; to educate students as to the serious physical, mental, and emotional harm caused by tobacco, drug, and alcohol use. The program is intended to help our students develop a pattern of healthy lifestyle choices, to reward them for those positive, healthy lifestyle choices, and to create positive peer pressure.

The school board believes participation in athletics and extra-curricular activities should be an integral part of the total education environment for all students. The opportunity to participate in such activities is a privilege, not a right, offered to eligible students on an equal opportunity basis. To participate in any school sponsored athletic or extra-curricular activity, students and parents must sign the random drug testing form (due September 1) and agree, if selected, to submit to testing for the use of drugs, in accordance with the policy. Students participating in the random drug testing program will be eligible to participate in rewards. However, students receiving a suspension of any kind will not be allowed to go on the end of the year reward trip. The results of any drug test administered under this policy shall be used only for the determination of eligibility to participate in any athletic or extra-curricular activities and for no other disciplinary purpose.

The privilege of participation in athletics or extra-curricular programs requires the acceptance of responsibilities consistent with the representation of the school and community. To be eligible to participate in athletics or extra-curricular programs,

the Random Drug Testing Program Policy Consent Form must be signed by the student and his or her parent/guardian and turned in to the Principal's Office within ten (10) days of the first day of school of the enrollment of a new student. The policy applies to the participant throughout the year from August 1st to July 31st of each year.

If a student does not pass the random drug test or opts out of the random drug test they cannot be involved in extra-curricular events which include the following: sports, clubs, dances, class activities, and the end of the year reward trip. High School students will still be allowed to attend 21<sup>st</sup> Century activities, Prom, Homecoming, and the Senior Class Trip. Grade School students will still be allowed to attend 21<sup>st</sup> Century activities.

### **RELEASE OF INFORMATION**

Information may be released to an appropriate person without the consent of the parent/guardian in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other person(s). Parents/guardians will be notified as soon as possible as to the information released, date of release, the person or organization receiving the information, and the purpose of the release. Student records will be transferred to another school to which the student has or plans to enroll upon the written request of the records custodian of that school. The parent/guardian of the student whose records are requested must sign a release-of-information form.

The school will grant access to student records to persons authorized by State or Federal law to gain such access upon showing the proper identification and a copy of the statute authorizing such access. The school will grant access to or release student records without parental/guardian consent or notification to an employee or official of the school district or State Board of Education, provided they have a current educational or administrative interest in the student and the records are in the furtherance of such interest for the purpose of research, statistical reporting or planning. The release of such information will ensure that no student or parent/guardian can be identified and will conform to all aspects of appropriate state law. The school may release directory information to appropriate person[s] or organization[s] without notifying parents/guardians. Such information will be limited to name, address, gender, grade, birth date and place, parent's/guardian's name and address, academic awards, degrees and honors, information related to school sponsored activities, organizations, athletics, major field of study, and periods of attendance in school.

### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

## **Instructional Material**

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

## **SCHOOL VISITATION RIGHTS**

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

## **SEARCH AND SEIZURE**

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

### **Students Searches**

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

School officials may 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 the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. 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.

### **Seizure of Property**

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

### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **TEXTBOOK RENTAL PLAN**

Textbooks are the property of School District #17 and #505 and are rented to students for their use during the school year. Damage to textbooks (including graffiti) which renders the textbook inappropriate for future use may result in the student being charged for the partial or full replacement value of the textbook.

## **TRANSFER STUDENTS**

### **Transferring In**

A student seeking admission to Ohio Grade or High School must meet all residency requirements, age, health examination, immunization, and other eligibility prerequisites as mandated by state law. A student must also present a completed "good standing" form from the school from which the student is transferring. If the incoming student was suspended or expelled from any Illinois public school he or she shall not attend class until having served the entire period of such disciplinary action.

The Principal or designee shall make the class grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school's recommendations. The student should request the school from which he or she is transferring to forward an unofficial record of the student's grades and the remainder of the student's records. If the student is unable to present the records, the student shall be admitted and the Principal shall request the records from the transferring school. An official transcript of the scholastic records, if received, will replace the unofficial grade record.

### **Transferring Out**

Parents/Guardians of a student transferring from Ohio Grade or High School should give the Principal written notification of their intent, pay outstanding fees or fines, sign a release form, and return all school-owned property. The Principal shall complete a "good standing" form for any student transferring from Ohio Grade or High Schools. Within ten (10) days of a transfer notification, the Principal shall send to the district in which the student will/has enrolled, a completed "good standing" form, an unofficial copy of the student's records, and grades, and the remainder of the student's school records. If a transferring student was suspended or expelled for any of the reasons listed previously in this policy, and the period of suspension or expulsion has not expired at the time of the student's attempts to transfer into another public school, any school student records required to be transferred shall include the date and duration of the suspension or expulsion. Within ten (10) days after the student has paid all outstanding fines and fees, the Principal shall mail an official transcript of the scholastic records.

## **VIOLENT/SEX OFFENDER COMMUNITY NOTIFICATION**

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

## **VISITORS**

All visitors, including parents, must register in the Principal's Office upon entering the building. Students must obtain permission before bringing a guest to school. No visitors are allowed on exam days or while incurring an absence at other schools in the area. Arrangements should be made through the Principal's Office several days prior to the scheduled visit. The student must accompany his/her guest throughout the day and will be responsible for his/her conduct.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

## **VOLUNTEERS**

All school volunteers must complete the "Volunteer Information Form" and be approved by the school superintendent and/or school board prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office before going to their destination.

## **WRITTEN OBJECTION(S) AND/OR OPT-OUTS**

Refusal to take or participate in any course or program that allows parents/guardians to object in writing and/or opt their children out shall not be reason for disciplinary action or academic penalty to the student.

# **4. STUDENT CONDUCT/EXPECTATIONS**

## **STUDENT BEHAVIOR POLICY STATEMENT**

Ohio Community Schools will participate in Positive Behavior Interventions and Supports (PBIS) starting the 2017-18 school year. PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate children by developing research-based, school-wide, classroom and individual student behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students, in an effort to create a safe and productive learning environment where teachers can teach and students can learn. Our unified expectations, found in every room in the school setting, are as follows:

P - Practice Responsibility

A - Always be Kind

W - We are Ready

S - Show Respect

As part of our PBIS process, all staff members use evidence-based practices to increase student learning and decrease classroom disruptions. There is also a school-wide system of consequences to address undesired behaviors. A full copy of the PBIS handbook is available, upon request.

## **BEHAVIORAL CONSEQUENCES DEFINED**

### **Removal from the Classroom**

Any staff member or administrator may remove a student from the teacher's classroom or area of supervision when the student's behavior is so serious as to present an immediate threat to safety, health or property.

### **Detention Assignment/Procedures**

Detention assignments may be given by staff or administration. Detentions may be assigned before school, after school, or during lunch. Lunch detentions may be issued at the teacher's or administrator's discretion. Students must arrange for their own transportation after a detention assignment. Students will report to the designated detention area. Students are required to remain in the detention area until their assigned time is served.

### **In-School Suspension**

The administration may assign an In School Suspension. Open campus privileges will be revoked. Teachers will supply classroom work/activities and the students will receive full academic credit for all work completed.

### **Suspension**

Any student whose continued presence in school poses a threat to school safety or a disruption of learning opportunities to other students may be suspended out of school.

- Short Term Out-of-School Suspension includes 1-3 day suspensions
- Long Term Out-of-School Suspension includes 4-10 day suspension

Such suspension will be reported immediately to the Board of Education and the student's parents or guardians, along with a full statement of the reasons for such suspension, the length of the suspension and how the misconduct poses a threat or substantial disruption to other students' learning opportunities. Long term suspensions may be assigned if appropriate behavioral and disciplinary interventions have been exhausted, and the student's continued presence in school would either (a) pose a threat to the safety of other students, staff, or members of the school community; or (b) substantially disrupts, impedes or interferes with the operation of the school.

The parents or guardians of the suspended student shall be informed of the due process procedures and of their right to have a review of the suspension by the Board of Education. The Building Principal shall inform the Board of Education if the parents or guardians wish to request or waive the review.

- Students who are suspended will be required to meet with the Principal prior to re-engaging in school activities.
- During the period of suspension, the student may not be on school grounds and may not attend or participate in any school activities.
- Students cannot participate in any extracurricular activity until their suspension has been served.
- Credit will be given for completed classroom work missed due to a suspension.
- Additional services (counseling, tutoring or other related services) may be provided that will assist the student.

### **Expulsion**

A student may be expelled only by the Board of Education on recommendation of the Superintendent. Expulsions will be a case by case basis and evaluated on how the misconduct and student's continued presence in the building poses a threat or disruption to other students' learning or impacts student safety. Before an expulsion occurs, the student's parent/guardian will be requested to appear at a meeting of the Board of Education, or a meeting with a hearing officer appointed by the Board, to discuss the child's behavior. Such request shall be made by certified mail and shall state the time, place and purpose of the meeting. The Board, or the hearing officer appointed by the Board, shall state the reasons for the expulsion. The board will issue a written expulsion decision that details the specific reasons why removing the student from the learning environment is in the best interest of the school. The decision shall include a rationale as to the specific duration of the expulsion.

## **BULLYING, INTIMIDATION AND HARASSMENT**

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

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

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;



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

Cyberbullying 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. Cyberbullying 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. Cyberbullying 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.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

**Nondiscrimination Coordinator:**

Jason Wilt

Name

103 Memorial St.

Address

815-376-4414

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815-376-4414

Phone Number

jdonnelly@osd17.com

Email Address

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

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

## DRESS CODE

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols, and may not contain sexual connotation or intimidation.
- Hats, coats, bandannas, sweatbands, hoods, and sunglasses may not be worn in the building during the school day.
  - Ball Hats/Caps only may be worn by High School students ONLY and the following conditions must be adhered to:
    - ❖ Hats must be removed for The Pledge of Allegiance, The National Anthem, moments of silence, etc.
    - ❖ School staff may request hats be removed or repositioned during testing or when eye contact is necessary.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted during physical education. Students in PE class are to follow the dress rules designated by the current PE teacher.
- Shoes should be worn that promote safety. Slippers and shoes with wheels are prohibited.
- Pajamas and other forms of sleepwear may not be worn during the school day.
- Clothing that fails to adequately cover the body will not be permitted (such as exposed cleavage or pants with holes that expose excessive skin). All undergarments must be covered, and all tops must have at least a two inch strap.
- All shorts, dresses and skirts must come to at least mid-thigh.
- Any other type of clothing that interferes with the educational atmosphere of the school shall not be worn.

If students have any questions regarding acceptability of a particular item of clothing, check with administration before wearing the items to school.

Students wearing inappropriate clothing must change to appropriate clothing before returning to class. Repeated violations of the dress code will be treated as insubordination and handled accordingly.

Violations of these rules will be at the discretion of teachers, staff and administration.

## FIELD TRIP AND EXTRA-CURRICULAR BEHAVIOR EXPECTATIONS

Field trips and extra-curricular activities are a privilege for students. The opportunity to attend the field trip may be withheld from the student on the discretion of the classroom teacher or administration. Students must abide by all school policies during transportation and during these activities, and shall treat all locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip or activity will subject the student to discipline. Parent permission to attend school field trips must be on file in the school office.

## FIGHTING

Fighting presents a substantial threat to both student safety and reasonable order within the school. A fight will be defined as "two or more individuals involved in aggressive physical contact with one another." Students need to avoid a physical confrontation at all costs. If this situation is present, students must walk away and report to an adult immediately. Students involved in fighting will be subject to disciplinary consequences. Fights may be reported to appropriate law enforcement agencies.

## **INSUBORDINATION**

Students have the responsibility to follow verbal and written instructions from any faculty member and to identify themselves to any staff member in regard to all aspects of their behavior and conduct at school and school activities.

## **OBSTRUCTION OF AN INVESTIGATION**

Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false, present a potential danger to student and staff safety and delay the prompt resolution of school related problems. Students who obstruct an investigation may be subject to consequences that include being reported to appropriate law enforcement agencies.

## **PROHIBITED STUDENT CONDUCT**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - 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 unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - 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.
  - "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.
  - 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 a tablet or powdered form.

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 have the prohibited substance, as applicable, in their possession.

1. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar 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 and 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 telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other 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 used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
6. 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.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. 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.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); 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.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. 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.
18. 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.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, 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; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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.

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.

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

### **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 of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, 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 or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

## **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

## **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

## **Weapons Prohibition**

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 not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

## **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

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

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

## **PUBLIC DISPLAY OF AFFECTION**

Behaviors that are not appropriate for public places, make other people uncomfortable, show poor judgment, and are demeaning to the individuals involved. Demonstrate respect for yourself and others by conducting yourself in a manner appropriate for a public place. Parent/guardian contact will be required beginning with a second incident of inappropriate display of affection.

## **SEXUAL HARRASSMENT & TEEN DATING VIOLENCE PROHIBITED**

### **Harassment Prohibited**

No person, including a school or school 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<sup>1</sup>; 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.

### **Sexual Harassment Prohibited**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### **Teen Dating Violence Prohibited**

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.

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

### **Nondiscrimination Coordinator:**

Jason Wilt

Name

103 Memorial St.

Address

815-376-4414

Phone Number

jwilt@osd17.com

Email Address

### **Complaint Managers:**

Jason Wilt

Name

103 Memorial St.

Address

815-376-4414

Phone Number

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Email Address

Jennifer Donnelly

Name

103 Memorial St.

Address

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Phone Number

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Email Address

## **TARDINESS**

A Tardy is defined as five minutes (or less) late to class for an unacceptable/unexcused reason. Students are considered tardy when they are not in their assigned classroom. Students more than five minutes late to class will be considered as an unexcused absence. First hour and after lunch tardiness in excess of 3 per semester may receive an administrative detention.

- 3rd Tardy to class (per semester) Classroom Detention from Teacher
- 3rd Tardy to First hour and/or after lunch (per semester) Administrative detention

## **THEFT OR POSSESSION OF STOLEN PROPERTY**

Students responsible for stealing school or private property, or for being in possession of stolen property or property reported as stolen, are subject to disciplinary consequences. Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it," "I bought it," or "I didn't know it was there" will not be acceptable reasons for a student to be in possession of lost or stolen property. Those responsible for theft or possession of stolen property may also be reported to the appropriate law enforcement agency.

## **VANDALISM/DAMAGE TO PROPERTY**

Students will be held responsible for damaging or defacing school property or the property of others in any way. Students may be required to pay appropriate restitution for the repair, cleanup, or replacement of affected property and will be subject to other disciplinary action as deemed appropriate by the school administration. The offender may be reported to appropriate law enforcement agencies.

# **5. CO/EXTRA-CURRICULAR ACTIVITIES**

## **CO/EXTRA-CURRICULAR ACTIVITIES**

### **Dances**

Dances are held throughout the year for junior high and high school students. Any dancing deemed inappropriate by a supervisor or administrator is prohibited. Inappropriate dancing may result in removal from the dance. Students should consider these activities as an extension of the school day in terms of personal conduct and behavior. Under usual circumstances, students will not be allowed to leave the dance until it is completed. Hallways and lockers not in the immediate vicinity of the dance will not be available during or after school dances. Students are to arrange for transportation to and from dances and are to leave the campus immediately after the dance. All school rules are applicable and in force during dances. A student who is assigned a disciplinary consequence as a result of any misconduct at a school dance may not be admitted to any school dance for the remainder of that school year. High School students only may invite ONE guest and must complete the "Guest Permission Form" and have it approved by the Principal in advance. Guests must be at least freshmen in high school and also under the age of 21.

### **Student Council**

The student council is an organization through which the students may express their opinions and participate in the management of the school. The council tries to promote leadership, initiative, and self-control among its members. Areas of concern by students should be brought to the attention of their student council representative or the student council advisor so the concern may be placed on the next meeting agenda. A copy of the student council constitution is available upon request from the student council sponsor.

## **CO/EXTRA-CURRICULAR ACTIVITY CODE OF CONDUCT** **Ohio Grade and High School**

Participation in co/extra-curricular activities is a privilege provided to the students. Co/extra-curricular activities should be an integral part of the total educational environment for all students who attend Ohio Grade and High School. The participation in an co/extra-curricular program contributes to the physical, mental, emotional, and social maturity of the student. Co/extra-curricular programs promote the development of self-discipline, leadership, responsibility, cooperation,



loyalty, friendship, and competitiveness. All participants are expected to display sportsmanlike conduct both on and off the field of activity.

The privilege of participation in co/extra-curricular programs requires the acceptance of responsibility consistent with the representative of the school and community. To be eligible to participate in athletics or extra-curricular programs, the **CO/EXTRA-CURRICULAR CODE** must be signed by the student and his or her parent/guardian and turned in to the Principal's office within ten (10) days of the first day of school or the enrollment of a new student. The code and penalties apply to the athlete throughout the year from August 1<sup>st</sup> to July 31<sup>st</sup> of each year.

**ELIGIBILITY RULES: OHIO GRADE & HIGH SCHOOL**  
**(see additional requirements for High School Co-Op Sports)**

**Grades**

Eligibility for participation in Ohio co/extra-curricular activities is dependent upon earning passing grades. Ohio Grade and High School eligibility requirements which are more stringent than IESA or IHSA requirements shall take precedence. Students participating in Co-Op extracurricular activities must follow the cooperating school's requirements.

A comprehensive list of students who are participating in Ohio or Co-Op co/extra-curricular activities will be distributed to teachers each week. Weekly grades are to be updated by teachers by Friday at 4 PM. The student shall be doing passing work in all of his/her classes by Friday. Passing work is defined as a letter grade of **D** or higher. Ohio administration will check eligibility and notify parents and coaching staff on Monday morning of the students' grade(s) and academic ineligibility. Students will be held out of the co/extracurricular activity for one week (Tuesday through Monday). If a student is ineligible for 3 consecutive weeks the student will be removed from the team roster, club or activity.

**Behavior**

Students who have earned a suspension may not participate in Ohio or Co-Op co/extra-curricular activities until the consequence has been served and administrative clearance is received.

**Attendance**

Students must be present by the beginning of second period to be eligible to participate in any co/extra-curricular function held on that day unless the absence has been approved as excused by the Principal. If a student has questions concerning eligibility they should ask their coach, sponsor, or principal. Pre-arranged absences processed through the Principal's Office may be exempt from this ruling.

**Additional Requirements**

In order to enjoy the privilege of participating in athletics at Ohio Schools, each student/athlete and parent/guardian should read and understand the following stipulations. The parent/guardian and student/athlete signatures on the code of conduct must be present before participation will be allowed in any practice, game or other activity.

1. Meet all eligibility rules as stated above.
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. The student/athlete must have a valid physical examination on file in the school office before the beginning of practice. This exam must be current, i.e. dated less than one year from the end of the season in which the student-athlete is to participate.
4. The student/athlete must have purchased the student accident insurance or have on file in the Athletic Director's office a form which verifies adequate coverage by a family or group policy. It is understood that Ohio Community Schools does not assume financial responsibility for accidents incurred in athletics. It should also be clarified that complete coverage by any single policy is highly improbable; therefore the policy covering any student-athlete should be fully understood prior to participation.
5. The student/athlete agrees to care for and be responsible for school equipment issued and used. Necessary restitution must be made whenever loss or damage is the student-athlete's responsibility.
6. The student/athlete agrees to comply with all rules and regulations established by the IESA and IHSA and the Student-Parent Handbook of Ohio Community Schools.
7. A season begins with the first day of practice and extends through the final competition for members of that team.
8. To be eligible for an award, a student/athlete must complete the season in good standing.
9. Student/athletes must comply with standard training rules: Possession and/or use of tobacco products, alcoholic beverages, controlled substances and/or related paraphernalia at any time, or aiding and/or abetting others to possess or use, after the very first practice as a student-athlete will be considered as a reason for suspension/removal from an athletic team. Suspension will be defined as not participating in competition.

10. Unauthorized possession or use of medication or over-the-counter chemical substances by a student-athlete, including but not limited to giving other students medication or over-the-counter chemical substances not prescribed for them, or taking improper dosages of medication or over-the-counter chemical substances, will be subject to appropriate disciplinary action. In season or out of season: suspension from the team for the equivalent of one-fourth (1/4) of the entire season. Coaches may establish additional rules for their respective sports, including rules for conduct. These rules will be communicated verbally and in writing to the student-athletes and will be on file in the Athletic Director's office.
11. Attendance at any activity involving the illegal use of alcohol, controlled substances or tobacco may result in an investigation leading to an athletic code violation. The following conditions will apply in any situation in which a violation occurs.
  - **First Violation:** A conference will be held including the student-athlete, the parents/guardians, any coaches involved, and the Athletic Director. The student-athlete will be suspended from the team for the equivalent of one-fourth (1/4) of the regular season games.
  - **Second Violation:** A conference will be held including those same parties who met as a result of the first violation. The student-athlete will be suspended from the team for the equivalent of one-half (1/2) of the regular season games.
  - **Third Violation:** The student-athlete is removed from all athletic programs for the duration of the student's grade school or high school career. A conference will be scheduled by the Athletic Director to ensure a review process for the student and parents/guardians.

### **National Honor Society**

1. From national handbook – A member is never automatically dismissed for failing to maintain standards. Members are liable for dismissal if they do not maintain the standards of scholarship, leadership, service and character that were used as the basis for their selection. They are allowed limited warnings during their membership, but in the case of a flagrant violation of school rules or civil laws, a warning is not necessarily required. (For minor offenses, the advisor may suspend certain chapter privileges.)
2. The advisor will review the standing of members for compliance with NHS standards. The advisor should inform the errant member in writing the nature of the violation and the time period given for improvement. If the student does not make the improvement in the specified time, that student is liable for whatever disciplinary measures are considered appropriate by the faculty council.
3. If the faculty decides that dismissal may be warranted, the member is allowed to present a case before the council.
4. If a member is dismissed, written notice of the decision should be sent to both the member and parents. The member must surrender the NHS emblem and membership card to the chapter advisor. If the member is unwilling to do this the matter should be treated as a school disciplinary matter.

### **HIGH SCHOOL ELIGIBILITY WITH CO-OP SPORTS**

Ohio High School students will follow the co-op school's rules when participating in co-op athletics.

### **AMBOY/OHIO HIGH SCHOOL ACTIVITY CODE**

The purpose of this code is to establish a uniform policy regarding eligibility, training, and other items relating to activities at Amboy/Ohio High School. The items placed in this code should be reexamined yearly by the Principal, Athletic Director, coaches, and sponsors of the school with the purpose of making changes as required by new circumstances and conditions. Students involved in all school sponsored extra-curricular activities will be required to sign an activity code. Coaches/Sponsors of all activities shall provide the Athletic Director with a list of all participants and a schedule of events. Each high school athletic coach must complete an IHSA developed program on the prevention of performance-enhancing substances. Coaches will have to complete an IHSA developed exam and demonstrate a minimum proficiency level of understanding in the methods to prevent the abuse of performance enhancing substances by students."

### **PREAMBLE**

- A. In order to instill the ideals of good sportsmanship and respect for rules and authority: in order to establish leadership, pride, teamwork, and discipline; in order to eliminate disruptive influences in the locker room, on the playing fields, and both on and off the school grounds, the following principles are established.

#### **PRINCIPLE 1. Eligibility**

- A. There are two types of eligibility: academic eligibility which deals with grades, and activity code eligibility which deals with citizenship and conduct. To participate in extra-curricular activities, a student must be eligible under both sets of standards.

#### **PRINCIPLE 2. Grooming and Clothing**

- A. All students must comply with IHSA requirements pertaining to hair, clothing, jewelry, etc., for the activity in which they are participating.
- B. Amboy High School equipment and uniforms will not be worn in gym classes or elsewhere other than regular activities and with special permission.
- C. Coaches and sponsors may add additional requirements for their activities for students who wish to participate in the activities.
- D. Principle 2 governs in-seasons students only.

#### **PRINCIPLE 3. Curfew**

- A. Sunday - Thursday be home by 10:00
- B. Fridays & Saturdays be home by 12:00
- C. Night before event be home by 10:00
- D. Principle 3 governs in-season students only. (These are recommended times and may be extended for homework, work, and studying for tests. An extension of the curfew may be granted by the sponsor.)

#### **PRINCIPLE 4. Citizenship**

- A. A student representing A.H.S. must exemplify the highest standards of moral integrity and good citizenship, both in and out of school and in the community therefore; students shall refrain from activities that could lead to charges or conviction of a misdemeanor offense. Traffic violations are not a violation of this principle of the Activity Code.

#### **PRINCIPLE 5. (Applies to Principles 2,3, and 4)**

- A. **First** offense: Subject to disciplinary action by the coach/sponsor of the respective activity.
- B. **Second** offense: Upon request, the Activities Committee will review a case in question; otherwise disciplinary action will be taken by the coach/sponsor.
- \* The recommended discipline shall be discussed and approved by the Athletic Director to ensure equity between activities.

#### **PRINCIPLE 6. Code Rules**

- A. The Activity Code will be distributed to all students during the first week of school. All students will be governed by the Activity Code rules from their first day of high school through graduation, including summer vacation periods, and for the duration of the activity, even if that activity extends beyond the school year.
- B. A student is found guilty of violating code under Principle 6 IF: he/she is observed by a coach/sponsor or a reasonable adult (as determined by the Principal, Athletic Director, or head coach/sponsor), or upon the report of a law enforcement officer, court officer, a newspaper account, **receipt of convincing evidence (including but not limited to pictures, video, etc.)** or by the admittance of the student involved to a Principal, Athletic Director, or head coach/sponsor, or a reasonable adult as determined by the Principal, Athletic Director, or head coach/sponsor.
- C. The physical possession and/or use of tobacco in any form, drugs, drug paraphernalia or alcohol (including near beer and nonalcoholic beer) is a violation of this Activity Code.
- D. Tobacco in any form, drugs, drug paraphernalia or alcohol (including near beer and nonalcoholic beer) in a motor vehicle would also be considered physical possession and is a violation of this Activity Code.

- E. Theft, either in school or out of school, is a violation of this Activity Code.
- F. Being charged or convicted or being placed under court supervision by law enforcement officials for a felony is a violation of the code.
- G. All known code violations shall be given in writing to the Athletic Director by the coach/sponsor, Principal, or reasonable adult including a parent.
- H. Any known code violation after the signing of the code or the first day of school or the first day of an activity will result in an immediate suspension of activities. The Athletic Director will be responsible for informing the student in writing about the suspension. Copies will given to the Athletic Director, coach/sponsors, Principal and high school secretary
- I. **Violations of the Activity Code shall be considered cumulative throughout a student's career at Amboy High School.**
  - **First Offense:** Violators of this code must serve a suspension of at least one athletic and one non-athletic activity for each violation.

**Athletic activities:**

**Football, Cheerleaders, Volleyball, Golf, Cross Country, Flags, Drill Team, Wrestling, Mat Managers, Basketball, Track, Baseball and Softball:**

Any student violating this code shall serve a suspension of one quarter (1/4) of the athletic season in which he/she is currently participating. The number of games/matches/performances that constitute one quarter (1/4) of each athletic season is specified in Paragraph "N" of Principle 6. If a student is serving a suspension period during a sports season and he/she quits the team or is removed by the coach/sponsor (injuries and illnesses are an exception) the athlete will be considered to not have served any portion of his/her suspension during that sports season. If an insufficient number of events remain to be considered one quarter (1/4) of a season the suspension shall be continued to the next athletic season in which the student participates. The Suspension from the next athletic season will be for whatever "percentage" of a suspension was not fulfilled in the previous sport. The suspension shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents. The Athletic Director shall contact the parents by phone in advance of the certified mail. Should the violation occur when school is out for the summer or any other time when the student is not an active member of an athletic team the penalty will begin with the first week of the next athletic season in which the student takes part.

**Non-athletic activities: Scholastic Bowl**

Any student violating this code shall serve a suspension of one quarter (1/4) of the activity season in which he/she is currently participating. The number of matches/performances that constitute one quarter (1/4) of each activity season is specified in Paragraph "N" of Principle 6. If a student is serving a suspension period during an activity and he/she quits the activity or is removed by the sponsor (illnesses are an exception) the student will be considered not to have served any portion of his/her suspension during that activity. If an insufficient number of events remain to be considered one quarter (1/4) of a season the suspension shall be continued to the next activity season in which the student participates. The suspension from the next activity season will be for whatever "percentage" of a suspension was not fulfilled in the previous sport. The suspension shall be considered effective with the postmark date on the certified letter, return receipt requested, sent to the parents. The Athletic Director shall contact the parents by phone in advance of the certified mail. Should the violation occur when school is out for the summer or any other time when the student is not active member of an activity the penalty will begin with the first week of the next activity season in which the student take part.

- J. If a student is currently academically ineligible for the semester, the code suspension will begin when the student becomes academically eligible.
- K. The suspended student will automatically enter into the student assistance program offered by AHS. This is NOT optional; it is mandatory. This will be an after school class under the direction of the counselors' office. Verification of enrollment into the student assistance program must be received by

the counselor within thirty days of the date that the certified letter was sent or the suspension will start immediately. Parents will assume the cost of the program.

- L. While on suspension, a student will NOT wear the school issued team uniform at school, competitions, or events.
- M. In an emergency situation, when the Activities Committee does not have time to meet, a decision can be made by the Athletic Director and/or Principal.
- N. Athletic and non-athletic Penalty Specifics:

**FOOTBALL** 1st offense is suspension for 1/4 of season or 2 1/4 consecutive individual contests, including the state series.

**VOLLEYBALL** 1st offense is suspension for 1/4 of season or 5 consecutive individual contests, including the state series.

**GOLF** 1st offense is suspension for 1/4 of season or 5 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests.

**CROSS COUNTRY** 1st offense is suspension for 1/4 of season or 4 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests.

**WRESTLING** 1st offense is suspension for 1/4 of season or 6 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests.

**MAT MANAGERS** 1st offense is suspension for 1/4 of season or 6 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests.

**BASKETBALL** 1st offense is suspension for 1/4 of season or 6 consecutive individual contests, including the state series.

**CHEERLEADER** 1st offense is suspension for 1/4 of season or: Football-2 1/4 consecutive individual events including the states series,

**FOOTBALL** 2 1/4 consecutive events including the state series.

**TRACK & FIELD** 1st offense is suspension for 1/4 of season or 4 consecutive individual contests, including the state series. A regular season tournament will count as 2 individual contests.

**BASEBALL/SOFTBALL** 1st offense is suspension for 1/4 of the season or 6 consecutive individual contests, including the state series. A regular season tournament will count as two individual contests.

**SCHOLASTIC BOWL** 1st offense is suspension for 1/4 of season or 6 consecutive individual contests, including the state series.

#### **PRINCIPLE 7. Appeals**

- A. If a student or parent disagrees with the initial suspension, they may request a hearing with the Activities Committee. Appeals must be made, within ten (10) school working days after the certified letter of the violation is received, in writing to the Athletic Director. The Athletic Director shall assemble all known facts and information and set a date for the Activities Committee to make a determination based on any evidence.
- B. When an appeal is requested in writing, the Activity Committee shall meet within five (5) school working days for the hearing procedure. A majority of those committee members attending a duly announced meeting must hear the appeal and approve any suspension changes.
- C. All disciplinary action taken by the Activities Committee shall be submitted to the Principal for final approval.

#### **PRINCIPLE 8. Transportation**

- A. The district shall furnish transportation from the high school to an event and back to the high school. Students must furnish their own way to and from the high school. All participants must ride the school transportation to and from events, unless a written permission is received from the parent designating those people that the parents will let the child ride with. This release and hold harmless agreement must be filed by the parent with the coach/sponsor by the coach/sponsor's deadline for a student to be allowed to leave with a parent or designee. Before leaving the event, the parent or parent designee must sign the student out with the coach/sponsor.

#### **PRINCIPLE 9. Physical Examination**

- A. A complete physical examination is required of all individuals before they may begin participating in an

athletic activity.

**PRINCIPLE 10. Insurance**

- A. All participants in athletics must be covered by insurance prior to their first practice. They may purchase school insurance or show proof they are covered by their own means. Students and parents must sign the proof of insurance form which is part of this code. Football coverage will not be provided by the school.

**PRINCIPLE 11. Academic Eligibility**

- A. Student must pass twenty (20) credit hours of high school work each week as figured on a cumulative average for the present quarter. (IHSA)
- B. Student must pass twenty (20) credit hours of high school work as figured on a cumulative average for the previous semester. (IHSA)
- C. Students who are failing 2 courses, regardless of the number of courses taken, will be ineligible for all activities for that week (Tues. - Monday) until they are no longer failing two classes. (AHS). Eligibility is reviewed every Monday.
- D. For additional requirements see Article 7, Sections 1 and 2 of the Student Handbook.

**PRINCIPLE 12. Amboy Rules**

- A. Any student unexcused for at least a half day (4 periods) will not be allowed to participate in an event that day (including a practice) or at the next activity after the absence has been determined to be unexcused. WACC students who are leaving early for an Extra-Curricular event need to stay at Amboy High School and check in each period to the library.
- B. Any student with a half-day (4 periods) or more unexcused absence will not be allowed to participate the day following the absence (or at the next regularly scheduled practice or contest) during a vacation period. Circumstances (which are in the gray area) will be decided upon by the Athletic Director and/or Principal.
- C. A student who is legitimately absent, excused with a proper phone call to the school office on the day of the absence, may participate the following day or during a vacation period.
- D. If a student has an excused absence for more than 4 periods, then that student may attend a banquet night and/or honors program.
- E. If a student leaves school sick at any point during the day without returning, even if they have been at school for at least half a day (150 Minutes), will not be allowed to participate or practice that evening in an athletic event.
- F. If a student leaves school sick and comes back, that student will not be allowed to participate or practice unless a doctor's note is provided and have been cleared to participate by their doctor.
- G. If a student leaves school because of a doctor's appointment, the student must provide a doctor's note to school that day or at the very least to the coach that evening in order for the student to be allowed to participate or practice.
- H. If a student is sick during the morning and comes back for at least half a day (150 minutes), the student will be allowed to participate with a parental phone call.
- I. Permission to miss any scheduled practice should be secured from the head coach/sponsor in advance, if possible. An unexcused absence may cause dismissal from the squad.
- J. An athlete who goes to the doctor for an injury must obtain a written release from the doctor before returning to participate.
- K. Bringing underclassmen (freshman or sophomore) up to a higher squad may be done only on approval of the head coach and only after consultation with other coaches involved. The underclassmen must play one-half of the quarters when moved to a higher squad.
- L. Changing activities within a season is subject to agreement by the coaches and/or sponsors involved and may not take place after the first interscholastic contest in that season. (Includes Drill Team squad)
- M. If a student is participating in more than one school related activity and there is a scheduling conflict, it is

the responsibility of the coaches and the student to exhibit the **utmost** flexibility and communicate regularly.

- N. Quitting an activity is permitted, however, a student will be ineligible to participate in another sport during that same season. A student is automatically ineligible for the next sports season until the current season officially ends. (Includes Drill Team squad)
- O. Students who are ineligible will be allowed to go on a course field trip, but will not be allowed to participate in any organizational trip or activity.
- P. Students who are ineligible will not be allowed to participate in benefit or exhibition games or matches.
- Q. These following rules apply only to cases where IHSA rules are not in force. In a case where students are involved in a class where they are receiving a grade for their participation in extra-curricular activities and are either academically ineligible or in violation of the activity code, those students will be able to participate in said activities with reduction in participation of 1/4 of the activity per violation with their grades impacted by their lack of full participation.

### **PRINCIPLE 13. Training Room Procedures**

- A. Students should report all injuries, no matter how trivial they seem, to their coach/sponsor and trainer. Prompt treatment prevents infection, hastens recovery, and is necessary for insurance purposes.

### **PRINCIPLE 14. Uniforms**

- A. All uniforms and equipment issued will be the responsibility of each individual member with regard to care and maintenance.
- B. If a student is unable to account for all equipment or uniforms, which have been issued, then that student shall be held financially responsible for equipment or uniforms.

### **PRINCIPLE 15. Award Criteria**

- A. Awards will be made in all activities for those meeting the requirements of that activity. Awards are to be worn only by those who have earned the awards. If any other person is permitted to wear the award, it can be recalled by the Athletic Director and/or Principal.
- B. If a student does not attend the awards banquet for the activity, said student will not receive recognition or an award for the activity, unless said student has prior permission from head coach/sponsor.
- C. A plaque and insert are awarded to seniors who have participated for four years in the same activity recognized by the I.H.S.A. or associated with an I.H.S.A. activity or earned a varsity letter as a junior and as a senior.
- D. A three-sport patch will be awarded to athletes that complete three sports in one school year.
- E. In FOOTBALL, VOLLEYBALL, and BASKETBALL...To earn a varsity letter and insert a student must play half the quarters (games in volleyball) of the regular season.
- F. All regular members of a squad earn a varsity letter if the squad wins the conference.
- G. A junior varsity letter goes to all varsity members who do not earn a varsity letter.
- H. Sophomore letter to all sophomores that attend every practice-coach's discretion. Freshman numerals to all freshman that attend every practice-coach's discretion.
- I. Student may only be awarded one (1) award per category per year.
- J. Any unexcused absence from a 3 Rivers or state series event will result in forfeiture of any award earned. An unexcused absence is up to the coaches' discretion.
- K. In WRESTLING, the following point system will be used:
  - 1. One (1) point for each attended practice. Minus three (3) points for each missed practice. (If an AHS student is participating in the state series, then ALL are expected to be at practice and will have points deducted for missing practice.)
  - 2. Two (2) points for each match where weight is made. Minus two (2) points for each match where weight is not made.
  - 3. Minus five (5) points for every unexcused absence (including holidays) at practice or match unless pre-approved by the head coach.

4. Minus fifteen (15) points for the loss of team points due to misconduct or disqualification.
  5. 50% of all weigh-ins must be made at the varsity level to earn a varsity letter or plaque. All other weigh-ins will count toward a JV letter or numerals.
  6. 80% of all points must be earned to receive any award.
- L. In MAT MANAGERS, the following point system will be used:
1. One (1) point is awarded for each home meet, tournament, and away meet or tournament attended.
  2. Two (2) points for setting up and putting away for home meets and/or tournaments.
  3. Three (3) points for keeping score, timing, announcing or working home meets.
  4. Three (3) points for keeping score, timing, announcing or working away meets.
  5. Five (5) points for keeping score, timing, announcing or working a tournament.
  6. 80% of total points for varsity award. 60% of total points for JV award. 60% of total points for sophomore award. 60% of total points for freshman award.
- M. In CROSS COUNTRY & TRACK AND FIELD the following point system will be used:
1. One (1) point for participation in each practice; One (1) point for attending each meet; or Two (2) points for participating in each meet; or Three (3) points for scoring in each meet.
  2. Minus two (2) points for an unexcused absence at a practice. Minus ten (10) points for an unexcused absence at a meet.
  3. A Freshman who earns 70% of the total points will receive Freshman numerals.
  4. A Freshman or Sophomore who earns 70% of the total points will receive a Sophomore letter.
  5. A Freshman, Sophomore, Junior or Senior who earns 75% of the total points will receive a JV letter.
  6. A Freshman, Sophomore, Junior or Senior who earns 85% of the total points will receive a varsity letter.
  7. The total points are equal to one point per practice and three points per meet.
- N. In GOLF the following point system will be used:
1. Varsity letter = must participate in 500/a of varsity matches.
  2. JV letter = varsity player that participates in less than 50% of varsity matches.
  3. Sophomore letter = attending all practices.
  4. Numerals for a Freshman = attending all practices.
- O. In Baseball and softball the following criteria will be used:
1. Varsity Letter = playing in half or more of the team's total innings
  2. JV Letter = any varsity member who did not receive a varsity letter
  3. Sophomore letter = athlete attends all practices/coach's discretion
  4. Freshmen numerals = athlete attends all practices/coach's discretion
  5. Any excused absence from a 3 River's or state series event will result in the forfeiture of any award earned. An unexcused absence is up to coach's discretion.

#### **PRINCIPLE 16. Activities Committee**

- A. The purpose of the Activities Committee is to help foster better communication between coaches/sponsors and the students and to aid in governing the activities programs, and to serve as the hearing board for appeals of the code.
- B. The committee shall consist of a coach or sponsor from all activities, one student chosen from each activity, and no more than five (5) adult community members. The community members must be 21 years of age and live in District 272. They will be chosen by lottery from a letter stating their interest in the position. Letters should be sent to the Athletic Director at Amboy High School, 11 East Hawley, Amboy, Illinois, 61310. The position will last from August 1 to June 30. The Athletic Director is the President (Administrator) of the Activities Committee.
- C. The Athletic Director will publish an article in the local newspaper stating that letters should be postmarked by July 15 to be eligible for the lottery drawing.
- D. No student member on code suspension shall be eligible for serve on the committee. If a student serving on the committee is placed on suspension, he/she will be permanently removed and replaced by the sponsor and Athletic Director.



E. Meetings shall be held on the second Thursday of each quarter and when necessary to meet in cases of appeals to the code.

### **AMBOY EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS**

1. The student shall be doing passing work in at least seven (7) of his/her eight (8) classes of cumulative semester high school work per week. Passing work is defined as a letter grade of **D** or higher.
2. The student shall, unless entering high school for the first time, have passed at least seven (7) subjects during the previous semester in order to be eligible for participation in extra-curricular activities during the following semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of education and for which graduation credit is received. A student who has not passed at least seven (7) classes will be ineligible to participate in extracurricular activities for the next semester.
3. The student shall not have graduated from any four-year high school or its equivalent.
4. Passing work shall be defined as work of such a grade (D) that if on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript to the school to which the student transfers.
5. Work taken in junior college, college, university, or by correspondence may be accepted toward meeting the requirements of this Section provided it is granted toward graduation from high school by the local Board of Education.
6. Eligibility lists are turned in by the teachers each Monday. Grades are then checked and recorded. The coaching staff is then notified of student's grades and any students who are academically ineligible. Students are then held out of school activities for one week (Tuesday through Monday).
7. The grading scale for Amboy High School is the following: 90-100% **A**, 80-89% **B**, 70-79% **C**, 60-69% **D**, and less than 60% is an **F**.

Final Semester grades are determined by the following formula:

Semester grade is  $\frac{4}{5}$  (80%), and the semester exam is  $\frac{1}{5}$  (20%) of the semester grade.



## Athletes

### IESA

#### YOU ARE ELIGIBLE FOR 2022-2023 ATHLETICS:



1. If you are representing a school where you are in attendance in grades five through eight or have been approved for a cooperative team activity.
2. If your birthday is on or after the designated IESA dates for each corresponding sport and activity.
3. If you try out only for those activities for which you are eligible by age.
4. If you have provided your principal with a birth certificate or hospital record. A baptismal record is not acceptable.
5. If you have a licensed physician's certificate of physical fitness to participate issued within 395 days preceding your current participation.
6. If you are doing passing work in all of your school subjects.
7. If you have not competed in the same academic grade during a previous school year in the same sport. This is true whether or not you attended a member or non-member school.
8. If you transfer, you become eligible on the 11<sup>th</sup> day of attendance at your new school provided you have met all other requirements and your new school allows you to participate after the season has started.
9. Please contact your school principal to determine your eligibility to participate on a non-school team in a sport during the IESA season for the sport. The IESA season is defined as the date practice may begin until your school's last contest.

**NOTE:** IESA By Laws are published in the official handbook. Your principal should be contacted to check with the Executive Director on any questions you may have concerning eligibility. There are minor exceptions to the above regulations, which may need further clarification.

**IHSA**  
**Illinois High School Association**  
**(2022-2023 rules as amended will apply)**

**Key Provisions Regarding IHSA Rules**

**Eligibility Rules**

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the in compliance with IHSA by-laws in their entirety. You can review the bylaws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

**1. Attendance**

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11<sup>th</sup> school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

**2. Scholastic Standing**

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

**3. Residence**

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian, or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7<sup>th</sup> and 8<sup>th</sup> grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or

- E. You attend a private/parochial high school and have attended a private/parochial school for 7<sup>th</sup> and 8<sup>th</sup> grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

#### 4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. **You cannot be eligible when you transfer until this form is fully executed and on file in the school office.**
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - 1. Your transfer is in conjunction with a change in residence by you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  - 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

#### 5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20<sup>th</sup>) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20<sup>th</sup>) birthday occurs.

#### 6. Physical Examination

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

#### 7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kid's league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

## 8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which is not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefits, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

## 9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
  - 1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
  - 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

## 10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sponsored and conducted by the National Governing Body or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates of the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

## 11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided: the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

## 12. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

**Complete IHSA By-laws and Policies are available at [www.ihsa.org](http://www.ihsa.org).**

**PARENT/STUDENT SIGN-OFF FORM**

August, 2022

\_\_\_\_\_ and \_\_\_\_\_  
(Student Name – Print) (Parent Name – Print)

**Please initial the following where appropriate indicating you have read and agree to:**

Parent    Student

\_\_\_\_\_/\_\_\_\_\_ Ohio Grade / High School, District #17 & #505, 2022-2023 Student Handbook.

\_\_\_\_\_/\_\_\_\_\_ Grade School Co/Extra-curricular Activity Code of Conduct.

\_\_\_\_\_/\_\_\_\_\_ High School Co/Extra-curricular Activity Code of Conduct.

\_\_\_\_\_/\_\_\_\_\_ I hereby grant permission for my son or daughter to participate in school sponsored field trips during the school year.

**Or**

\_\_\_\_\_/\_\_\_\_\_ I request individual field trip requests throughout the year.

\_\_\_\_\_/\_\_\_\_\_ I hereby grant permission for Ohio school staff to treat my child with “Lice be Gone” if lice or lice nits are detected. We will attempt to notify parents upon treatment.

\_\_\_\_\_/\_\_\_\_\_ I hereby grant permission to Ohio Grade School and Ohio High School to exchange student records for school purposes.

\_\_\_\_\_/\_\_\_\_\_ I hereby grant permission to Ohio Grade and High School to use my child’s first name or first name and last initial on the school’s electronic sign for special recognition.

\_\_\_\_\_/\_\_\_\_\_ I do not wish to be notified when the school lawn is treated with chemicals.

**This form must be returned to the school office by September 1.**

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practicable.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Ohio School District 17 & 505

## Student Authorization of Acceptable Use of Electronic Network

**User Signature of Agreement:**

I understand any violations to the Student Acceptable Use of Electronic Networks procedure, when using the district electronic information resources, may result in the loss of my user account and in disciplinary and/or legal action. I therefore agree to maintain required standards and to report any misuse of the electronic information resources to a systems administrator.

I also agree to fully disclose to my teacher/administrator all Internet/Intranet publishing activities on school network systems and web servers. I understand that files, documents, projects and information stored on my network storage location will be deleted annually and any attempt to keep or save completed work is the sole responsibility of the student at the time of completing work.

Misuse may include, but is not limited to: any messages, information or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as described in the Student Acceptable Use of Electronic Networks procedure.

***I have read the Acceptable Use of Electronic Networks section of the Student Handbook and understand that Internet sites are filtered and that my district electronic information resource accounts, files, email, and telephony resources may be monitored or reviewed. I hereby agree to comply with the above described conditions of acceptable use.***

**UserName (Please Print):** \_\_\_\_\_

**UserSignature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Signature of Agreement:**

*I have read and fully understand the Acceptable Use of Electronic Networks section of the Student Handbook. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board of Education, for any harm caused by materials or software obtained via district networks. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Student Authorization of Acceptable Use of Electronic Networks Agreement with my child. I hereby request that my child be allowed access to the District's computer hardware, software and networked computer services, such as electronic mail and the Internet, unless otherwise stipulated.*

**Parent/GuardianName(PleasePrint):** \_\_\_\_\_

**Parent/GuardianSignature** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Ohio School District 17 & 505**

103 N Memorial Street

Ohio, IL 61349

Phone: 815.376.4414

Fax: 815.376.2102

E-mail: [jhamilton@osd17.com](mailto:jhamilton@osd17.com)

### **Office of the Superintendent**

Dear Parents/Guardians:

We have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world,
- Information from government sources, research institutions, and other sources,
- Discussion groups, and
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed Student Acceptable Use for Electronic Networks and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Acceptable Use of Electronic Networks* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form and return it to school.

Signed \_\_\_\_\_ Date \_\_\_\_\_



## **Ohio School District 17 & 505**

103 N Memorial Street

Ohio, IL 61349

Phone: 815.376.4414

Fax: 815.376.2102

E-mail: [jhamilton@osd17.com](mailto:jhamilton@osd17.com)

**Office of the Superintendent**

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Dear Parents,

We are excited to begin the new school year and to inform you about some of the ways we continue to enhance education, communication and learning.

Our school will be using social media and online web based interactive technology (e.g., twitter, Facebook, blogs) in our classrooms in connection with lessons and assignments and to facilitate communication with teachers and other students about school matters. Teachers will continue to educate your children about the importance of safe, responsible, and appropriate online behavior.

We ask you to work with us in reinforcing this at home. Please refer to the District's' Internet Acceptable Use Policy which can be found in the student handbook.

If you do not want your child to participate in such activities, please complete the information below.

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

Email: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Reason: \_\_\_\_\_