

Odin Public School

District #722

102 S. Merritt St.

Odin, IL 62870

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Board of Education

President: Michael Hoover

Vice-President: Beau Parrish

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James Hodge

Administration

Superintendent: Quinton Marcum

Principal: Ryan Williams

Administrative Assistant: Samantha Dix

Director of Student Services: Tippie Haarmann

Athletic Director: Jeff Burton

2026-2027

School Calendar: 2026-2027

Odin Public School District #722 Calendar	
2026-2027	
<small>(Revised 06/02/2026)</small>	
Wednesday, July 29, 2026	Registration 12pm - 6pm
Tuesday, August 11, 2026	Teacher Institute (No Student Attendance)
Wednesday, August 12, 2026	First FULL Day of Student Attendance (2:15 Dismissal)
Monday, September 7, 2026	Labor Day - No School
Friday, September 11, 2026	1st Quarter Midterms
Friday, September 18, 2026	11:30 Student Dismissal - Teacher Institute
Friday, October 9, 2026	11:30 Student Dismissal - Teacher Institute
Friday, October 9, 2026	End of 1st Quarter
Monday, October 12, 2026	Columbus Day - No School
Friday, October 30, 2026	Halloween Parade - Starts at 1:00 (2:15 Dismissal)
Thursday, November 5, 2026	11:30 Student Dismissal - P/T Conferences (1:00 - 6:30)
Friday, November 6, 2026	No Student Attendance - P/T Conferences (8:00 - 12:00)
Wednesday, November 11, 2026	Veteran's Day - No School
Friday, November 13, 2026	2nd Quarter Midterms
Tuesday, November 24, 2026	2:15 Dismissal (Start Thanksgiving Break)
Wednesday, November 25 - Friday, November 27	No School - Thanksgiving Break
Monday, November 30, 2026	School Resumes (Regular Dismissal)
Friday, December 4, 2026	Homecoming Basketball Game
Saturday, December 5, 2026	Homecoming Dance (High School)
Thursday, December 10, 2026	K through 5th Grades Christmas Program (6:00 PM)
Wednesday, December 16, 2026	HS Semester Exams (2:15 Dismissal)
Thursday, December 17, 2026	HS Semester Exams (2:15 Dismissal)
Thursday, December 17, 2026	Family Movie Night
Friday, December 18, 2026	11:30 Student Dismissal - Teacher Institute
Friday, December 18, 2026	End of 2nd Quarter/1st Semester
Monday, December 21 - Friday, January 1, 2027	No School - Christmas Break
Monday, January 4, 2027	Teacher Institute (No Student Attendance)
Tuesday, January 5, 2027	School Resumes (Regular Dismissal)
Friday, January 15, 2027	11:30 Student Dismissal - Teacher Institute
Monday, January 18, 2027	Dr. MLK Day - No School
Friday, February 5, 2027	3rd Quarter Midterms
Friday, February 12, 2027	Teacher Institute (No Student Attendance)
Monday, February 15, 2027	President's Day - No School
Saturday, February 27, 2027	Snoball Dance (Junior High)
Monday, March 1 - Wednesday March 3, 2027	ISA Testing (Grades 5 & 8)
Monday, March 8 - Friday, March 12, 2027	Book Fair
Friday, March 12, 2027	End of 3rd Quarter
Friday, March 12, 2027	11:30 Student Dismissal - Teacher Institute
Friday, March 19, 2027	2:15 Dismissal (Start Spring Break)
Monday, March 22 - Monday, March 29, 2027	Spring Break - No School
Thursday, March 25, 2027	ACT Practice Test (11th Grade - Voluntary)
Tuesday, March 30, 2027	School Resumes (Regular Dismissal)
Thursday, April 1, 2027	PreAct / ACT 9, 10, 11 Testing
Monday, April 5 - Friday, April 9, 2027	IAR Testing (Grades 3-8)
Friday, April 16, 2027	4th Quarter Midterms - 11:30 Student Dismissal - Teacher Institute
Saturday, April 24, 2027	Prom
Monday, April 26, 2027	Senior Banquet
Wednesday, May 12, 2027	Soaring Eagles Awards (1:00 PM) / Athletic Banquet (6:00 PM)
Tuesday, May 18, 2027	HS Semester Exams (2:15 Dismissal)
Wednesday, May 19, 2027	HS Semester Exams (2:15 Dismissal)
Thursday, May 20, 2027	Last Day of School (If no snow days used) - 11:30 Dismissal
Friday, May 21, 2027	Teacher Institute (No Student Attendance)

Every Wednesday will be a 2:15 Dismissal

Bell Schedule

3:00 Dismissal Schedule	
Breakfast / Doors Open	8:00 - 8:20
Advisory	8:20 - 8:40
1st Hour	8:43 - 9:25
2nd Hour	9:28 - 10:10
3rd Hour	10:13 - 10:55
4th Hour	10:58 - 11:40
5th Hour	11:43 - 12:13 (JH Lunch) (HS RTI)
	12:13 - 12:43 (HS Lunch) (JH RTI)
6th Hour	12:46 - 1:28
7th Hour	1:31 - 2:13
8th Hour	2:16 - 3:00
Bus Dismissal Bell	2:55
Car Rider / Walking Bell	3:00

2:15 Dismissal Schedule	
Breakfast / Doors Open	8:00 - 8:20
Advisory	8:20 - 8:25
1st Hour	8:28 - 9:07
2nd Hour	9:10 - 9:49
3rd Hour	9:52 - 10:31
4th Hour	10:34 - 11:13
6th Hour	11:16 - 11:55
5th Hour	11:55 - 12:25 (JH Lunch) (HS RTI)
	12:25 - 12:55 (HS Lunch) (JH RTI)
7th Hour	12:58 - 1:37
8th Hour	1:40 - 2:15
Bus Dismissal Bell	2:10
Car Rider / Walking Bell	2:15

Late Start / Weather Schedule	
Breakfast / Doors Open	8:50 - 9:10
Advisory	9:10 - 9:15
1st Hour	9:18 - 9:56
2nd Hour	9:59 - 10:37
3rd Hour	10:40 - 11:18
4th Hour	11:21 - 11:59
5th Hour	11:59 - 12:29 (JH Lunch) (HS RTI)
	12:29 - 12:59 (HS Lunch) (JH RTI)
6th Hour	12:59 - 1:38
7th Hour	1:41 - 2:20
8th Hour	2:23 - 3:00
Bus Dismissal Bell	2:55
Car Rider / Walking Bell	3:00

11:30 Dismissal Schedule	
Breakfast / Doors Open	8:00 - 8:20
Advisory	8:20 - 8:25
1st Hour	8:25 - 8:51
2nd Hour	8:54 - 9:17
3rd Hour	9:20 - 9:43
4th Hour	9:46 - 10:09
5th Hour	No Lunch / No RTI
6th Hour	10:12 - 10:35
7th Hour	10:38 - 11:01
8th Hour	11:04 - 11:30
Bus Dismissal Bell	11:25
Car Rider / Walking Bell	11:30

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Odin Public School District #722 Student Handbook (Reorganized Draft)

Section 1: INTRODUCTION

Disclaimer

This handbook is provided for the parents, students, teachers, and staff of Odin School. The provisions in this document reflect the rules and procedures currently in place to maintain an orderly school environment.

This handbook is only a summary of District #722 Board policies and is subject to change without notice. Handbook information on the website supersedes any printed copy and will contain updates as needed.

The administration has the right to use discretion in the decision-making process. The handbook cannot cover all possible situations; therefore, the Board of Education authorizes the administration to address matters not specifically identified or addressed.

Membership or participation in school-sponsored activities is a privilege and not a right.

Questions regarding Board policies may be directed to school administration or the main office.

Mission Statement

"At Odin Public School, we blend tradition with a focus on preparing students for the future, fostering academic excellence and character development. Through personalized education, we prioritize individual student achievement, empowering everyone to excel. Our mission is to build a community of lifelong learners and responsible citizens contributing meaningfully to the world."

Vision Statement

"Embracing tradition while planning for the future".

Importance of the Handbook

This handbook contains rules and regulations affecting all students and staff at Odin School District #722. Parents and students should carefully review the handbook and keep it available for reference during the school year.

Section 2: FAMILY, SCHOOL, & COMMUNITY RELATIONS

The partnership between students, families, staff, and the community is essential to maintaining a successful educational environment. Odin Public School District #722 encourages open communication, active participation, and mutual respect among all stakeholders. The district believes students achieve the greatest success when schools and families work cooperatively to support academic, social, emotional, and behavioral growth.

Family/School Cooperation

The school, student, and family must work cooperatively to help students succeed academically and socially.

What Parents/Guardians May Expect From the School

1. Fair and responsible administration of school rules.
2. A rigorous academic workload with academics prioritized.
3. Prompt and courteous responses to concerns and questions.
4. Fair and objective grading practices.
5. Clear assignments and reasonable academic support.
6. A safe and respectful school atmosphere.

What the School Expects From Parents/Guardians

1. Regular and punctual attendance.
 2. Support for consistent home study habits.
 3. Positive communication with school staff.
 4. A positive attitude toward the school.
 5. A quiet and appropriate place for students to study.
-

Discipline Support From Parents

Parents are expected to:

1. Support school authority.
 2. Teach respect for laws, people, and property.
 3. Ensure regular attendance.
 4. Cooperate with school disciplinary recommendations.
 5. Take an active interest in student progress.
-

Conferences

Parents are encouraged to contact teachers, counselors, or administrators whenever concerns arise.

Students may request conferences with teachers before or after school or at another mutually agreed time.

Grievance Procedures

1. Discuss concerns with the Principal.
 2. If unresolved, contact the Superintendent.
 3. Serious unresolved concerns may be presented to the Board of Education.
 4. Appeals involving the Illinois School Code may proceed to the Regional Office of Education and Illinois State Board of Education.
-

Section 3: EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities are available to all students regardless of race, color, nationality, sex, sexual orientation, gender identity, religion, disability, homelessness, immigration status, marital or parental status, or other protected characteristics.

The district complies with:

- Americans with Disabilities Act (ADA)
- Title IX
- Section 504 of the Rehabilitation Act
- Individuals with Disabilities Education Act (IDEA)

District Non-Discrimination Coordinator

Quinton Marcum, Superintendent
102 S. Merritt St., Odin, IL 62870
618-740-4183

Students with disabilities are entitled to a free appropriate public education in the least restrictive environment.

Section 4: STUDENT SUPPORT PROGRAMS

Odin Public School District #722 is committed to supporting the academic, behavioral, emotional, and social needs of all students. A variety of support systems and intervention programs are available to help students reach their fullest potential. These programs are designed to identify student needs early, provide targeted support, and encourage long-term student success.

Multi-Tiered System of Supports (MTSS)

MTSS combines academic and behavioral supports through:

- Response to Intervention (RTI)
- Positive Incentive Program

Positive Incentive Program

Encourages positive attendance, behavior, and academic performance.

Response to Intervention (RTI)

Students may receive interventions in reading, math, or behavior based on assessment data and teacher recommendations.

Title I

Odin PSD #722 participates in Title I programs for grades K-8 to supplement reading and math instruction.

- Students may be chosen to participate in the Title I program which is designed to supplement reading and math instruction.
- Eligibility is based upon test scores and teacher recommendations.
- Students are re-evaluated annually.

Any questions regarding eligibility should be referred to the Title I teacher.

School Counseling and Social Work Services

Services include:

- Academic planning
- Career and college readiness
- Mental health support
- Group and individual counseling
- Scholarship and financial aid assistance

Student wellness check-ins are conducted for students in grades 3-12.

Homeless Student Services

The district complies with the McKinney-Vento Homeless Assistance Act.

Homeless Liaisons

- School Counselor
- School Nurse

Homeless students are entitled to equal educational opportunities and support services.

Section 5: NOTIFICATION TO PARENTS AND STUDENTS OF RIGHTS - STUDENT'S SCHOOL RECORDS

The District maintains two types of school records for each student: permanent record and temporary record. These records may be integrated.

The permanent record includes:

- Basic identifying information
- Academic Transcripts
- Attendance Record
- Accident and Health Reports
- Scores received on the SAT or ACT
- Information pertaining to release of this record
- Honors and Awards
- School-sponsored activities and athletics

The temporary record may include:

- Family background
- Completed Home Language Survey
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education files
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record

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: 10

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; 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

Section 6: GENERAL SCHOOL INFORMATION

The following information outlines general procedures, expectations, and services provided by Odin Public School District #722. Students and parents are encouraged to review these sections carefully in order to better understand daily school operations and student expectations.

Accommodating Breastfeeding Students

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

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

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

Cross Reference: PRESS 7:10-AP2, Administrative Procedure – Accommodating Breastfeeding Students

Animals on School Property

Animals are prohibited unless approved for educational purposes or used as service animals.

Visitors

-Cross Reference: Press 8:30 Visitors and Conduct on School Property

Student, parent, and visitor traffic must enter through the main doors, or west entrance, of the building. The entrance at the north end of the building is accessible by teachers and staff only. The security system requires students and other visitors to ring a buzzer for admittance after the 8:20 bell. After being admitted into the building, students, parents, and visitors are required to report to the main office. A visitor is referred to as any person other than an enrolled student or district employee. Visitors must provide office personnel with their signature as well as the date, time, and reason for being in the school. A visitor will receive a visitor tag and place it in a visible location. Any approved visitor should proceed quietly and orderly to their intended destination and return to the office to sign out before leaving the building. Visitors are expected to abide by all school rules during their time on school property. Any visitor who fails to conduct himself or herself appropriately will be asked to leave and could also be subject to criminal penalties for trespass and disruptive behavior.

All visitors must:

- Enter through approved entrances
 - Sign in at the office
 - Wear a visitor badge
 - Follow school rules while on campus
-

Lockers

Student lockers are school property and subject to search. The district is not responsible for lost or stolen items. No lock shall be placed on the locker unless the combination is provided to school administration. Any unauthorized lock will be removed at student expense.

Loitering

Students are not permitted to loiter in hallways, entrances, or classrooms during lunch or class time without permission.

Parking

PERSONNEL

The parking lots north and south of the school are reserved for school personnel only. These parking lots are not to be used for dropping off or picking up students during the day unless approved by the administration.

STUDENT/PARENT/VISITOR

The west parking lot is provided for student and visitor parking. Student vehicles are not to be parked on the street during school hours or when participating in an out of town activity. Student participation in extracurricular/school sponsored activities is considered a privilege and not a right. The random drug testing program will be applied to all students interested in participating in interscholastic sports and/or extracurricular clubs and organizations. Any student wanting to drive to school and park in the school's parking lot will also be included in the

program. Students included in any of these groups will have their names added to the drug testing pool and will be tested using the guidelines and procedures stated in the random drug testing policy. Those who use a motor vehicle for transportation to and from school are required to comply with the regulations below:

1. Cars are to be parked in such a manner that no entrances, exits, or driving lanes are blocked. Illegally parked vehicles will be towed at the owner's expense.
2. Cars must be vacated IMMEDIATELY upon arrival.
3. A written statement from a student's parent is necessary before permission will be given for driving for class or school business.
4. Student vehicles must be registered in the main office before using the student parking lot. Students must provide the make and model as well as a description of the vehicle.
5. Students must provide proof of insurance and keep the office up to date as insurance is renewed.
6. Students driving a vehicle to school must park in the student parking lot.
7. Students driving recklessly in the parking lot may be subject to disciplinary action.
8. As a condition to parking on school property, students consent to searches of their vehicles. Students have no reasonable expectation of privacy in cars parked on school grounds.

REQUIRED NOTICE

A school staff member shall immediately notify the building principal in the event that he or she observes or encounters any of the following situations.

1. Observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision.
2. Observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident.
3. Observes a battery committed against any staff member.

Upon receiving such a report, the building principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s). Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or at a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The superintendent, or designee, shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

Section 7: CAFETERIA AND FOOD SERVICES

Meal Services

Breakfast: 8:00–8:20 a.m.

Lunch: 10:30 a.m.–12:45 p.m.

No lunch will be served on 11:30 a.m. dismissal or earlier.

All students receive free breakfast and lunch through the Community Eligibility Option offered by the Illinois State Board of Education.

Cafeteria Conduct

Students are expected to:

1. Use good manners.
 2. Keep eating areas clean.
 3. Dispose of trash properly.
 4. Remain in the cafeteria while eating.
-

Wellness Policy

The Odin Public School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The district supports a healthy environment where children and staff can learn and participate in positive dietary and lifestyle practices and by contributing to the basic health status of children. To help accomplish this task, the district is asking for your cooperation. All food and beverages made available on campus, including vending machines, concessions, parties, snacks, and fundraising will be affected by this plan.

When sending treats for parties, birthdays, and other occasions, a healthy choice must be included. Pretzels, fruit, and carrot sticks are examples of healthy choices. Home-baked items of any kind are not allowed to be sent to school. Drinks and food items must be store bought and provide necessary plates, napkins, and utensils.

Food and Beverage Rules

Students may only eat in designated areas.

Outside beverages must remain sealed until consumed in approved locations. Students are not allowed to travel between classes with open beverages or food items.

Section 8: TECHNOLOGY AND ELECTRONIC DEVICES

Cell Phones and Electronic Devices

Cell phones must:

- Remain off and stored in lockers during school hours
- Not be used during instructional time unless approved

Smart watches may be worn unless disruptive.

School-issued Chromebooks are for educational purposes only.

Internet and Technology Use

Odin Public School District #722
District Computer, Internet and Network
Acceptable Use Policy Agreement

Odin Public School District #722 Board of Education supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

The use of network facilitates shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The Board expects all Faculty, Students, Staff, and Associates to use the District's Computers and Networks responsibly. All computing resources must be used in an Effective, Ethical, and Lawful manner. Users are expected to learn and follow normal standards of polite conduct and responsible behavior in their use of computer resources.

Responsibility

The district shall make every effort to ensure that this educational resource is used responsibly by students and staff. Administrators, teachers and staff have a professional responsibility to work to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use the information to meet their educational goals.

The students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. The building Administrator shall have the authority to determine what is inappropriate use, and his/her decision is final. The district network and any access to the Internet exist for the primary purpose of transmitting and sharing information between Academic Organizations. It is the responsibility of each user on the district network or the Internet to recognize his/her accountability in having access to these vast services, sites, systems and people, and to act according to acceptable behavior standards when using them.

There should be no expectation of privacy in any use of E-mail, Internet access, or use of the district's network as a whole. Any and all computers or other devices (i.e. iPads, iPods, Cell Phones, etc.) that are connected directly or wirelessly to the district's network infrastructure are subject to inspection and monitoring at any time by District Technology or Administrative Personnel. Random remote monitoring may be done without any indication or notice to any user at any time via; Virtual Network Connection (VNC), packet sniffing, or other means may be employed. Computer files and even deleted files not erased may be accessed and read at any time for monitoring and policy enforcement purposes by authorized personnel.

Use of Computer Software

1. Only software (on disk or downloaded) that is legally owned and/or Authorized by the District may be installed on District Computers.
2. The unlawful copying of any Copyrighted software and/or its use on District hardware is prohibited.
3. Modification, removal, un-installation, or erasure of software without Authorization is prohibited.
4. The intentional introduction of any Viral Agent(s) is prohibited, all externally used Flash Drives should be checked for viruses each time they are put into or connected to a District-owned Computer system.
5. Any individual who intentionally introduces any Vital Agent(s) into the District system or violates the copyright laws shall be subject to appropriate District discipline policies and to the penalty provisions of the AUP.

6. The Technology Department's Agents and/or the building Administrators have the right and responsibility to remove any software from District-owned equipment where the user cannot provide original copies of the software and/or appropriate license for the software.

Use of Remote Communications and the Computer Network All computers for Student use from which the Internet and shared resources can be accessed, will be in supervised areas. School district staff shall monitor student computer use, provide assistance, or take corrective action when necessary. Any student found using a machine unsupervised will be subject to appropriate district discipline policies and to the penalty provisions of the AT.

Designated district staff shall assist in providing:

1. Training for students and other staff in the appropriate and safe use of remote electronic information resources via the district network and Internet.
2. Instructions to students and staff on the responsible use of on-line resources.
3. Direction to on-line resources that relate to curriculum, teaching, learning, and related communications priority activities and applications.
4. Network use must be consistent with the goals and standards of the district, school, and specific curriculum.
5. Networked computers may be used for research, experimentation in computer communications, and curriculum development where such use does not interfere with normal operations.
6. Others must not use an account assigned to an individual, including student use accounts. Faculty, students, staff and associates are individually responsible for the proper use of their accounts, including proper password protection and appropriate use of network resources.

Behavior Standards Though the district uses an internet filter (firewall) that blocks inappropriate sites, no filter is perfect. Accessing or attempting to access inappropriate internet sites is prohibited.

Inappropriate Internet sites can be, but are not limited to:

1. Sites containing pornographic and other objectionable materials.
2. Sites using obscene language.
3. Sites encouraging hatred or terrorist acts.
4. Abusive conduct when using district computers or the network is prohibited.

Abusive conduct can be, but is not limited to:

1. Placing unlawful information on any computer system.
2. Using abusive, obscene, threatening or objectionable language.
3. Sending messages that are likely to result in the loss of recipient's work or systems.
4. Sending "chain letters" or "broadcast" messages to lists or individuals.
5. Use of the system to intimidate or create an atmosphere of harassment.
6. Interference with or disruption of the network users, services, or equipment is prohibited.

Disruptions can include, but are not limited to:

1. Distribution of unsolicited advertising.
2. Propagation of computer worms or viruses.
3. Unauthorized entry to any other machine accessible via the network.
4. Attempting to degrade computers or degrade network system performance.

5. Transmission of any material in violation of any U.S. or State Laws or Regulations is prohibited and may constitute a criminal offense.
6. Accessing another individual's E-mail is prohibited, except when an investigation requires the monitoring of systems by Authorized Technology Staff or Administration.
7. Attempts to gain unauthorized access to remote systems are prohibited.
8. The use of another individual's access codes/passwords is prohibited.
9. Copying of another individual's work or copyrighted material is prohibited.

General Policies

1. The network user shall be responsible for damages to equipment, systems and software resulting from deliberate or willful acts.
2. Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violation, or theft of services will be reported to the appropriate legal authorities for possible prosecution.
3. General rules for behavior and communications apply when using the internet, in addition to the stipulations of this policy. Penalties for flagrant misuse of the internet may include, but are not limited to, loss of Internet access and/or computer use and other disciplinary actions for a stipulated period of time.
4. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet or other networks. This includes, but is not limited to, the uploading or creation of computer viruses
5. All users of district equipment must sign the appropriate District Computer and Network AUP Agreement stating they understand all policies regarding computer use and agree to abide by them. Network access will not be given to a user until the AUP agreement is signed and/or agreed to.
6. Any and all equipment district-owned or even personally owned is subject to these rules and provisions when connected to the district network, including provisions for inspection and remote monitoring. Any form of remote connection from within or outside the school district, while connecting to computer resources inside the district are subject to these same rules and provisions. Connections may be made physically, wirelessly, or in any other fashion.
7. Any other party cannot hold the district liable for any losses, including lost revenues or for any claims or demands against the user. The district cannot be held responsible for any damages due to the loss of output, loss of data, time delay, system performance, software performance, incorrect advice, or any other damages arising from the use of the district's computer facilities and network.
8. The individual user and/or their Parent or Guardian in the case of a Student, will be held liable for any of the above issues that he/she causes or policies that are violated.
9. In the event the student takes the device off school grounds (i.e. home for the night or weekend) It is the student's responsibility to bring the device to school every day that school is in session with the device battery charged to a minimum of 80%. Failure to bring a fully charged device to school will result in disciplinary consequences.

In accordance with the expectation that all computing resources being used in an Effective, Ethical, and Lawful manner, the following uses are specifically prohibited:

1. Use of the network to facilitate illegal activities
2. Use of the network for commercial or for-profit purposes
3. Use of the network for non-work or non-school related work

4. Use of the network for product advertisement or political lobbying
5. Use of the network for hate mail, discriminatory remarks, or offensive/inflammatory communication
6. Use of the network to intentionally obtain or modify files, passwords, & data belonging to others
7. Use of the network to disrupt the work of other users
8. Use of the network to access obscene or pornographic material
9. Use of the network facilities for fraudulent, unauthorized or illegal installation, distribution, reproduction, modification, or use of copyrighted materials
10. Loading or use of unauthorized games, programs, files or other electronic media Use of inappropriate language or profanity on the network
11. Destruction, modification or abuse of network hardware or software
12. Impersonation of another user, anonymity or pseudonyms
13. Quoting personal communications in a public forum without the original authors prior consent

E-mail

Students will be provided with an email account. This email account is filtered for profanity and sexual content. Since the district is providing an email account, use of any other email accounts or online communication is strictly forbidden. This includes the use of chatting software such as AOL Instant Messenger, Yahoo Messenger, and the like. Inappropriate use of the account will result in disciplinary action.

Proper Respect for Copyright In an effort to encourage the proper respect for copyright on the Internet, the following guide for Staff and Student users is provided:

1. If the user did not create a non-public domain written work, piece of art, photograph or music, or obtain rights to it, the user does not own it!
2. If the user does not own the non-public domain material, the user may not copy it or distribute it to others.
3. The author or owner of a document or other type of information must explicitly relinquish rights in order to place a work in the "Public Domain" and thereby make copying/distribution with specific authorization possible.
4. "Fair use" allows the user to copy small portions of a work the user does not own without permission, but only for Criticism, Education, News Reporting, and the like. Any copies must then be destroyed or erased.
5. When in doubt, the user should ask the creator or owner of material for permission to use the work.

Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

Acceptable vs. Unacceptable Use of "AI"

1. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or

administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

2. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.
3. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.
4. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Disciplinary Action

1. Off task laptop/Chromebook use: using e-mail, surfing online, or using a program other than the assignment given by the teacher at the time.
2. Knowingly accessing inappropriate websites and programs.
3. Damage to laptop/Chromebook- Purposely destroying laptop/Chromebook.
4. Altering configuration and networking standards. I.e. Changing login name, modifying access rights, "hacking" or attempting to work around the network protocol. Remotely accessing another computer via IP address etc.

Disciplinary Consequences

If a student is found to violate the agreement, rules, or procedures listed in this AUP and/or the student handbook, they will be subject to disciplinary consequences. The following is a list of consequences.

1st offense - 1 Day LD

2nd offense - 1 Day ASD

3rd offense - 1 Day ISS

4th offense - Monetary fine for damages (Chromebook replacement cost is \$250)

*Administration reserves the right to impose more severe consequences as deemed necessary.

INTERNET ACCEPTABLE USE POLICY -Cross Reference: Press 6:235 Access to Electronic Networks

- Odin Public School District's Internet Acceptable Use Administrative Guidelines.
- Risk—It is impossible to control all materials on the Internet. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or controversial. With global access to computers and people, there is a risk that students may access material that may not be considered to be of educational value in the context of the school setting.
- User's Responsibility—Computer/Internet users are responsible for their actions in accessing available resources. Users have no expectation of privacy in the use of the computer, network or internet and they are subject to monitoring.

TERMS AND CONDITIONS

- Acceptable Use—Odin Public School District's Internet access may be used to improve learning and teaching consistent with the educational mission of the district. Odin Public School District expects legal, ethical, and efficient use of the Internet.
- Privilege—Use of the Odin Public School District Internet access is a privilege, not a right.
- Subject to System Administration—All Odin Public School District Internet access is subject to system administrator perusal for virus scanning or inappropriate use investigation.
- Inappropriate Use—Inappropriate use includes, but is not limited to intentional uses that violate the law, that are specifically named as violations in this document, that violate the rules

enumerated in the Odin Public School District Student Handbook, or any other use that hampers the integrity or security of the district's computer network or any computer networks connected to the Internet.

- **Violation of Law**—Transmission of any material in violation of any international, United States, or state law is prohibited. This includes, but is not limited to copyrighted material and threatening, harassing obscene material. Any violations of the law through the use of Odin Public School District Internet access may result in disciplinary action or litigation against the offender by the appropriate authorities.
- **Commercial Use**—Use for commercial, income-generated, “for profit” activities, or product advertisement is prohibited. Sending unsolicited junk e-mail letters is prohibited.
- **Vandalism/Mischief**—Vandalism and mischief while using the Odin Public School District Internet access is prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any networks that are connected to the Internet. This includes, but is not limited to, the creation or propagation of a computer virus. Any interference with the work of the users, with or without malicious intent, is construed as mischief and is strictly prohibited.
- **User Sharing**—Once access has been granted to the Odin Public School District Internet, the user is responsible for all actions taken while on the Internet. Sharing of Internet access is not permitted.
- **Electronic Mail**—Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of others is prohibited.
- **File/Data Violations**—Deletion, examination, copying, or modification of files and/or data belonging to other users is prohibited.
- **Downloading**—Downloading of any files by the students onto district computers is prohibited. Teachers with prior approval may arrange to download educational materials that they plan to use with their classes.

RESTRICTIONS on PUBLICATIONS #7:310

This policy prohibits students from and provides consequences for:

1. accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and
2. creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Reference Illinois Law 105 ILCS 5/27-23.7 concerning Internet Safety and Bullying Procedures.

CONSEQUENCES OF VIOLATION

A violation of the provisions of this policy may result in revocation of the user's Internet access privileges and/or e-mail account, regardless of the success or failure of the attempt. In addition, school disciplinary action, including suspension or expulsion, and/or appropriate legal action may be taken.

Initial Determination—The school administrators, with the assistance of the teachers, will make the initial determination of any policy violation.

Due Process—Violators will be accorded due process rights in the determination of possible violations and consequences.

Denial, Revocation, or Suspension of Internet Access—The school administrator, in accordance with the Odin Public School District disciplinary procedures, may deny, revoke, or suspend any Internet access as deemed necessary.

DISCLAIMER Odin Public School 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 suffered by users. This includes loss of data resulting in delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Odin Public School District is not responsible for phone/credit card bills or any other charges incurred by the users. Use of any information obtained via the Internet is at the user's own risk. Odin Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Board Policy: Additional internet usage guidelines may be found in Board Policy 6:35.

Reference Illinois Law 105 ILCS 5/27-23.7 concerning Internet Safety and Bullying Procedures.

The district provides notification to students, parents/guardians that it may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the district has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a disciplinary rule or policy. 105 ILCS 75/15

Section 9: STUDENT APPEARANCE AND DRESS CODE

Student appearance should promote a positive educational atmosphere that supports learning, safety, and respect for others. The purpose of the dress code is not to restrict individuality, but to ensure that student attire is appropriate for the school environment and does not interfere with the educational process.

Students must dress in a manner that supports a safe and respectful educational environment.

Dress Code Guidelines

1. Clothing may not expose midriff, breasts, buttocks, or undergarments.
2. Shorts, skirts, and dresses must be mid-thigh length or longer.
3. Shoes must be worn at all times.
4. Clothing promoting drugs, alcohol, tobacco, profanity, gang activity, or inappropriate content is prohibited.
5. Pajamas, slippers, and sleepwear are prohibited unless approved for spirit days.
6. Hats and head coverings are prohibited unless medically or religiously required.
7. Backpacks and coats must remain in lockers.

Administration has final authority regarding dress code decisions.

Section 10: ATTENDANCE

Regular attendance is critical to academic achievement and student success. Students who attend school consistently are more likely to perform well academically, develop positive habits, and remain engaged in the school community. Parents and guardians play an important role in ensuring students attend school regularly and arrive on time.

Attendance Expectations

Regular and punctual attendance is essential for academic success. School begins at 8:20 a.m.

Excused Absences

Examples include:

- Illness
- Medical appointments
- Family emergencies
- Religious observances
- Court appearances
- Mental health - 2 consecutive mental health days may be referred to the social worker
- Approved civic events, Pursuant to Public Act 102-981 (effective 1-1-23)

Parents must contact the school before 8:45 a.m. A reasonable effort will be made to contact parents within two hours after the first class in the event telephone notification of a child's absence has not been received. If no contact is made with a parent about a child's absence, the child will be considered to have an unexcused absence.

Unexcused Absences and Truancy

Failure to provide valid documentation may result in absences being marked unexcused. If a parent has not established any contact with the school office and an absence has been deemed as unexcused, a note from a parent is required. An unexcused absence may be revoked if a student provides documentation from a parent/guardian, doctor, dentist, etc. as to the reason for the absence from school. However, a written note from a parent or guardian does not guarantee an excused absence. Notes must be received in the office no later than one day following a child's absence from school. Students with excessive absences from school will be monitored closely by the school administration and truancy proceedings will be submitted to the Regional Office of Education.

Mental Health Days

Public Act 102-321, the Excused Student Absence for Mental Health Reasons Act, went into effect January 1, 2022.

This act allows students to have an excused absence due to the mental or behavioral health of the student. Students will be allowed up to five excused Mental Health Days per school year. These five days count towards the total excused absences already allowed per school year (eight absences per school year). After using two Mental Health Days the student may be referred to the appropriate school support personnel. After the student uses five Mental Health Days, a doctor's note will be required. Students are not allowed to call themselves in; a parent must call the school in order for the absence to be considered excused. In summary, Mental Health Days are simply excused absences in the same way as if a student were physically ill.

Anticipated and Business Absences

Students must complete anticipated absence forms in advance.

Business days may include:

- College visits
- Military testing
- Job interviews

Requirements:

1. Business absences will not be granted to any student who has one or more suspensions, one or more truancies during the semester.
2. When the initial request for Business Absence is presented, the student will take an application form to teachers to obtain their signatures and a short statement regarding present academic achievement. The student will submit to the Principal for final approval the signed application, attesting to the awareness on the part of the parent and the student of the student's responsibility to make up for missed work.
3. Teachers will provide assignments to students and will give make-up tests at their convenience. Students will be required to make up work missed in such a way as to impose no added burdens on the teacher.
4. Students must be passing all subjects in order to receive approval for a Business Day.
5. Students will not be allowed a Business Day during semester exams.
6. A Business absence for educational or military purposes will be recorded as a "field trip day".
7. Two (2)-business absences per school year may be allowed although consideration may be allowed as to where the visitation takes place.
8. Written verification from the business or educational facility will be required to be returned to the school after a business absence day is used for the day to be considered an excused absence.

PASSES / LEAVING DURING THE SCHOOL DAY

- No student shall be permitted to leave an assigned class, study hall or lunch without their proper pass.
- Students that leave during the school day must sign out in the office with permission or a note from a parent.
- If a student becomes ill at school, he/she must obtain permission from the teacher to go to the nurse and make arrangements to go home

Tardies

Students arriving after 8:20 a.m. must sign in at the office.
Excessive tardies may result in disciplinary consequences.

Make-Up Work and Late Work

Students are responsible for arranging make-up work after absences.

Excused Absence:

Make-up work for excused absences shall be due one day late for each day of excused absence. Any tests or assignments of a cumulative nature are to be allowed as make-up work at full value when a student is absent for excused reasons.

Unexcused Absence:

Daily work and quizzes missed due to an unexcused absence shall be discounted at a 0.50 rate which is due when the student returns.

Extenuating circumstances may be considered in certain cases, but the decision is at the discretion of the teacher.

TRUANCY

Definition: A “truant” is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. (105 ILCS 5/26-2a of the Illinois School Code).

Compulsory school attendance:

Whoever has custody or control of a child between 7-17 years of age (unless the child has graduated from high school) or who is enrolled in any grades, kindergarten through 12, in the public school regardless of age must cause the child to attend the district school wherein the child is assigned, except as provided herein or by state law.

A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days.

The following supportive services may be offered to truant or chronically truant students:

1. Parent-teacher conferences
2. Student counseling
3. Family counseling
4. Referral to community agency services

Truant Minor: 105 ILCS 5/26-2a of the Illinois School Code states a truant minor is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in a cessation of chronic truancy, or have been offered and refused. Any person who has custody or control of a child subject to compulsory attendance, who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and/or a fine of up to \$1500. Any person who willingly induces or attempts to induce any child to be absent from school or who knowingly employs or harbors any child who is unlawfully absent from school for three consecutive school days, if convicted, is guilty of a Class C misdemeanor.

Punitive Action: After a chronic truant has been identified as a truant minor in need of supervision, the student may be subject to, but not limited to any one or a combination of the following punitive actions:

1. Detention(s)
 2. In School Detention
 3. Suspension from school
 4. Expulsion from school by the Board of Education; ordered to obtain counseling or other supportive services.
 5. Required to perform some reasonable public service work, such as, but not limited to, picking up litter in public parks or along public highways or the maintenance of public facilities.
 6. Subject to fine in an amount in excess of \$5.00, but not exceeding \$100.00 for each day of absence without valid cause as defined in 105 ILCS 26-2a or the School Code with each day as a separate offense.
 7. Subject to having his or her driver’s license or privileges suspended.
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Section 11: ACADEMICS

Odin Public School District #722 strives to provide rigorous academic opportunities that prepare students for college, careers, military service, and responsible citizenship. Students are encouraged to challenge themselves academically while maintaining consistent effort, responsibility, and attendance.

Graduation Requirements

Students must complete 24 credits including:

- 4 credits English (Language Arts) 2 “Writing-Intensive” courses
- 3 credits Math (One-year Algebra, one-year Geometry content)
- 2 credits Science
- 2 credits Social Science (one of the two credits must be in U.S. History; half unit in American Government and half Civics)
- 4 credits Physical Education (Half unit will be in Health Education)
- 1/2 credit Consumer Education
- 1 credit Music, art, foreign language, vocational class or CTE Course
 - Juniors are advised to be enrolled in a science course and a math course
 - Successful completion of American Government and passing the Constitution Tests are required for graduation.
 - Students must complete 10 service hours before graduation. Hours can be fulfilled by serving the community in any number of ways and must be approved by the administration.

The normal academic workload for a high school student is six classes and PE. Any deviation from this standard requires the approval of the School Counselor and Administration. No more than one unit of academic credit may be earned toward graduation from correspondence courses such as online curriculum courses and summer school.

EARLY GRADUATION

Students requesting early graduation after successful completion of all coursework through seven semesters will be considered by the Board of Education on a case by case basis. Students must present just cause for requesting early graduation at the September board meeting. Criteria for graduations must be met to be considered for early graduation. If approval is given, early graduates may participate in the graduation ceremony at the end of the school year, and are responsible to make arrangements with office personnel for graduation cap and gown purchase, announcements, practices, etc.. Students who are granted early graduation waive their right to achieve the status of salutatorian or valedictorian. Also, early graduates will waive their right to participate in school functions and activities. This includes, but not limited to, extra-curricular activities such as dances, trips, and athletic events.

Community Service Requirement

Students must complete 10 approved service hours before graduation. The breakdown of hours is 2.5 hours per year. These hours can be accumulated in a variety of ways. Within the school, we have community events that students can volunteer for to receive these hours. Outside of school,

one could also volunteer at camps or events. There are designated forms to fill out to be approved for hours.

- If a student were to transfer into our district after freshman year or those currently in high school, they will be required to gain the amount left per year.
- For example, a sophomore would need 7.5 hours, junior 5 hours, and senior 2.5 hours.

Grading Scale and GPA

Reports of student grades are issued at midterm and at the end of each quarter. Parents are asked to review grades with their children, and to consult with the teacher if they need additional information.

HIGH SCHOOL SCALE

Numeric Value	Grade	GPA – Regular Ed.	GPA – Dual Credit
100	A+	4.33	5.33
93-99	A	4.00	5.00
90-92	A-	3.67	4.67
87-89	B+	3.33	4.33
83-86	B	3.00	4.00
80-82	B-	2.66	3.66
77-79	C+	2.33	3.33
73-76	C	2.00	3.00
70-72	C-	1.67	2.67
67-69	D+	1.33	2.33
63-66	D	1.00	2.00
60-62	D-	0.67	1.67
0-59	F	0.00	0.00

SEMESTER GRADING SCALE

First Quarter Average - 40%
 Second Quarter Average - 40%
Exam Grade - 20%
 = Semester Grade

A student may receive NO MORE THAN ONE QUARTER GRADE OF “F” PER SEMESTER to successfully pass a course.

Honor Roll / High Honor Roll

- Honor Roll: 3.0–3.66 GPA
 - High Honor Roll: 3.67+ GPA
-

Valedictorian and Salutatorian

Selection of the valedictorian and salutatorian for the senior class will be based on the grade point average accumulated through 7 semesters (not including second semester of their senior year). Selection of valedictorian and salutatorian for the senior class will be determined by the student's GPA to include two decimal places. In order to be considered valedictorian or salutatorian, a student must have completed a minimum of eight consecutive quarters of high school within the district, however GPA will be an accumulation of four years.

Selection of the valedictorian and salutatorian for the eighth-grade class will be based on the grade point average to two decimal places in subjects through the second semester. In order to be considered valedictorian or salutatorian, a student must have completed eight consecutive quarters (in grades 7 and 8) within the district, however GPA will be an accumulation of three years.

Selection of marshals and ushers for the junior class will be based on grade point average and completion of eight quarters of high school within the district.

Work-Based Learning (WBL)

WBL programs may be offered to senior students who meet the criteria. This program works with local employers to help students gain workplace experience while getting credit in school. Participation will be based on previous student attendance, grades, and behavior. Final decisions will be at the administration's discretion. Parents and students must agree to the following terms: Student will transport themselves to / from the work site, Student will be required to meet the attendance expectations of the school and work site, Student will maintain at least a C in all courses, if / when the student does not meet these expectations then they will be removed from the program.

Schedule Changes and Dropping Classes

- Students may request schedule changes only during the first three days of each semester. Changes will be permitted on a "space available" basis only. Students will not be allowed to be enrolled in more than one session of study hall or physical education without permission from the principal granted on the basis of special circumstances. Teacher-initiated schedule changes will be considered by the administration.
- Written parental consent or verbal permission from parents is required for a student to drop a class. Students dropping a class after the first three days of the school year may be required to have a student/parent/teacher/counselor/principal conference. Semester classes may be dropped only during the first three days of the first or third quarters without a grade. A failing grade will be recorded on the student's transcript for any classes dropped after this time.
- A full year class may be dropped only during the first ten days of the school year without a grade. A failing grade will be recorded on the student's transcript (for the first semester)

for any class dropped after the first ten days of the first quarter. (Special circumstances may exist which requires an academic transfer of courses in a sequential curriculum.)

- A student may drop a full year course at the end of the first semester if he/she is having academic difficulty, signature consent from parent/guardian and has consent of the principal. This must be accomplished by the end of the third day of the second semester.
- Any student removed from any class for the duration of the semester for disciplinary reasons will receive a failing grade in that class for the current semester.

Dual Credit and Kaskaskia College Courses

Dual credit courses, KC NOW and Jump Start may be offered at Odin High School. Some courses may require placement testing. Please visit Kaskaskia College website at www.kaskaskia.edu or the Odin School webpage at www.odinpublicschools.org for more information. Courses offered through KC will be weighted.

Pursuant to Public Act 102-1077 (effective 1-1-23), school districts must begin the process of allowing students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school, but only for high school credit. Pursuant to Public Act 101-654 and Public Act 102-209 (effective in the fall of 2023), students who meet or exceed State standards on State assessment tests in English language arts, math, and science must be automatically enrolled in the following school year in the next most rigorous level of advanced course offered by the high school.

Section 12: STUDENT CONDUCT AND DISCIPLINE

Student discipline is intended to promote a safe, orderly, and respectful educational environment where all students can learn successfully. Expectations for behavior apply during the school day, on school property, while riding school transportation, and at all school-sponsored events and activities.

Disciplinary consequences are progressive whenever appropriate and may vary depending on the severity, frequency, and circumstances of student behavior. Administration reserves the right to address behaviors not specifically listed in the handbook.

Student Responsibilities

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility, indeed a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school:

1. To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school administrators and teachers.
3. To refrain from libel, slanderous remarks, and unnecessary obscenity in verbal and written expression.

4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
 5. To be punctual and present in the regular or assigned school program to the best of one's ability.
 6. To refrain from gross disobedience, misconduct or behavior that materially and substantially disrupts the educational process.
 7. To maintain the best possible level of academic achievement.
 8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and school-sponsored activities.
 9. To respect and not cause or attempt to cause damage or theft to any personal or school property, and to protect and care at all times for your own personal property while at school.
 10. To refrain from violating or disregarding established rules and regulations for student conduct on school buses or to refuse to accept the established supervisory authority of the driver or other assigned person in charge.
 11. Students upon entering school for the first time, sixth grade, and ninth grade shall present evidence of a recent physical examination. Students participating in interscholastic athletics shall have an annual physical examination.
 12. High school students are not given permission to leave campus during the school hours to go to their vehicles. It is the high school student's responsibility to have all items needed to successfully complete the school day.
-

General Discipline Procedures

Possible disciplinary actions include:

- Warnings
- Detentions
- In-school suspension
- Out-of-school suspension
- Expulsion
- Loss of privileges
- Alternative placement

The administration reserves discretion regarding consequences.

Bullying, Harassment, and Sexual Harassment

Bullying, intimidation, harassment, cyberbullying, sexual harassment, and teen dating violence are prohibited. In addition, the building principal should be notified immediately and a written complaint should be filed by the student with the building principal. Forms are available from the school office.

Students should report concerns to:

- Building administration
- Dean of Students
- Complaint managers
- Trusted staff members

Complaint Manager

Ryan Williams, Dean of Students
618-740-4183

Retaliation for reporting concerns is prohibited.

Severe Threats of Violence

Odin Public School will treat all threats of violence as if they will be carried out. The police agencies that Odin Public School partner with suggest that school staff should be proactive regarding threats of violence to students, faculty, staff, or the general school at large. School administration will not determine a student's motive or intent. In the event a threat is issued, it is highly recommended that the school do the following:

- Investigate the threat
 - Contact law enforcement and the student's parents/guardian
 - Supply law enforcement with information that will aid in the investigation
 - School officials will follow standard response protocol as deemed necessary (threat or intruder protocol).
 - Notify the state police that a threat has been issued for data collection
 - The school should discipline to the highest capacity allowed by the school board based on the results of the investigation (usually a recommendation to expel or to place in a high secure alternative school setting or detention center)
 - If the threat has not been contained the school will notify emergency responders, staff, and other stakeholders as soon as possible. The school may notify through CrisisGo or other methods of a lockdown situation.
 - If the threat has been contained, it is suggested to notify those who need to know the situation (ex. Teachers who have the enrolled student in class and that student being removed from a teacher's classroom for an extended amount of time as a result of the offense).
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Drugs, Alcohol, Tobacco, and Vaping

Possession, use, or distribution of drugs, alcohol, tobacco, vaping products, or nicotine products is prohibited.

Random Drug Test

The Odin Public School District #722 drug testing program is intended to be a part of the overall physical and mental educational and conditioning programs of Odin PSD. Its purpose is not disciplinary in nature, but rather is intended as a medical diagnostic aid in disclosing possible drug related problems and as an extension of our educational drug programs. Drug usage is obviously inconsistent with participation in interscholastic activities and the program includes appropriate procedures for dealing with such problems. The purpose of the program is to prevent drug use, to educate eligible students as to the serious physical, mental, and emotional harm caused by drug abuse, to alert eligible students with possible drug problems to the potential harm, to prevent injury, illness, and harm as a result of drug abuse, and to maintain Odin Public School District #722 as an environment free of drug use.

The program is not primarily intended to be punitive in nature. Any student that tests positive will automatically be retested at the next date. These students will also be required to attend counseling. All students participating in extracurricular athletics, clubs, and organizations or requesting a student parking permit must have a signed consent form on file with Odin Public School District #722 before the student will be allowed to participate in the activities outlined in

the random drug testing policy. Failed drug testing could result in suspension of driving privileges for a minimum of 1 week.

Random drug testing applies to:

- Athletes
 - Driver's Education
 - Extracurricular participants
 - Students parking on campus
-

Weapons

Weapons and look-alike weapons are prohibited.

Violations may result in expulsion and law enforcement involvement.

Searches and Interrogations

-Cross Reference: Press 7:140 Search and Seizure

In order to maintain order, safety, and security in the schools, school authorities (including School Resource Officer) are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School authorities may inspect and/or search school property and equipment owned or controlled by the school. This includes 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, and parking lots and other school property for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession, such as purses, wallets, book packs/bags, etc. when there is a reasonable ground for suspecting that the search will produce evidence that 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.

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.

Detention, Suspension, and Expulsion

DETENTION

Failure to serve any disciplinary action may result in the loss of privileges; for ex. not participating in athletics or extra-curricular activities. Additional disciplinary consequences may be assigned.

DETENTION HALL RULES

1. All students are to be seated with no talking when the bell rings.
2. The detention hall supervisor shall assign seats as desired. No student may leave his/her seat for any purpose.
3. NO talking, food, drink, cell phones, MP3 players, or disruptions of any kind.
4. Students who do not bring homework to work on will be given written work/assignment to do during the detention hall by the detention hall supervisor. If the assigned work is not completed by the end of the detention hall, the individual will be given half credit for that detention.
5. The supervisor shall have final say on questionable behavior.

LUNCH DETENTION

Students will eat lunch under the supervision of the principal or designated staff member. Students will still be given unrestricted time for recess if legally required.

IN SCHOOL SUSPENSION Supervised day of in school attendance. Students are responsible for completing all daily assignments and turning in those assignments to teachers by specified due date.

OUT OF SCHOOL SUSPENSION

Suspension is defined as an exclusion of a student from school and/or denial of educational services to which the student would otherwise be entitled, for a period not to exceed ten school days. Any student suspended will require an administrative conference (administrator, parent, student, teacher as deemed necessary) before returning to school. Students receiving suspension will not be allowed to participate in field trips or extra-curricular activities during the terms of the suspension. In addition, students will be required to follow the daily lessons via E-Learning.

SUSPENSION AUTHORITY

The Board of Education may suspend or by regulation authorize the Superintendent of the school district or the Principal to suspend a student for gross disobedience or misconduct.

DUE PROCESS PROCEDURES FOR SUSPENSION

Except as set forth in subparagraph (3) below, prior to the imposition of suspensions, the following procedures shall be observed:

- The suspending school official shall give the student oral or written notice of charges and the evidence to support such charges.
- If the student denies the charges, opportunity shall be given for the student to present an explanation in a conference with the suspending school official.
- The suspending school official shall make a decision and then inform the student, if the suspension is to be imposed.
- Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In

such cases the requirements of notice and hearing set forth in paragraphs (1) and (2) shall follow as soon as possible.

- Immediately upon imposition of the suspension, the student and the parent(s) or guardian(s) of the student shall receive written notice of the following:
 - The reason(s) for the suspension, including a copy of the specific rules and regulations allegedly violated by the student.
 - The beginning date and total number of days of the suspension.
 - The right to a review of the suspension.

A request for a review hearing shall be submitted in writing to the administration of the school within ten school days of the receipt of the suspension notice. The review hearing shall take place within ten school days of the receipt of the request or on a date mutually acceptable to all parties involved.

EXPULSION

Expulsion Authority – Board of Education

Expulsion is defined as an exclusion of a student from school and/or denial or educational services, to which the student would otherwise be entitled, for a period of more than ten school days not to exceed two calendar years.

The Board of Education shall be authorized to expel a student from school or to impose a bus expulsion for a period of time exceeding ten (10) school days, upon finding that the student has been guilty of gross disobedience or misconduct, in compliance with the Illinois School Code, section 10-22.6.

1. The Board shall consider the following elements when formulating punishment:
2. The seriousness of the student's conduct
3. The history or record of the student's past conduct
4. The likelihood that such conduct will affect the delivery of educational services to other students
5. The severity of the punishment
6. The interests of the student

DUE PROCESS PROCEDURES FOR EXPULSION

The Board of Education may expel students for gross disobedience or misconduct; such expulsion shall take place only after a review hearing by the Board of Education, or the Board has taken action upon findings submitted by a hearing officer appointed by the Board. The student and the parent(s) or guardian(s) of the student shall be notified by registered or certified mail of the following:

1. The reason(s) for expulsion, including a copy of the rules and regulations allegedly violated by the student.
2. The time, place and date of the hearing.
3. The review hearing procedures. (The hearing shall be held at a time and date mutually convenient to the parties involved.)

Additional Information on Expulsion-Public Act 97-495: Educational Rights of Expelled Students, Effective January 1, 2012, Public Act 97-495 states the following:

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

STUDENTS QUESTIONED BY THE AUTHORITIES

Students have the right to have their parents present when being questioned by the authorities. In cases where the parent cannot be present, the principal, superintendent, or designee will stand in place of the parent.

STUDENTS WITH DISABILITIES

-Cross Reference: Press 10:20 Discipline of Students with Disabilities

A student with a disability who violates student disciplinary rules and regulations shall be disciplined in accordance with the District's regular student disciplinary policies and procedures unless the behavior is attributable to the student's disability under I.D.E.A., Section 504, Rehabilitation Act.

1. The student's Individualized Education Plan states behavioral conditions under which short-term suspensions may be involved or may not be invoked.
2. A hearing shall be held to determine whether the student's behavior is attributable to the handicapping condition. (For students whose suspension exceeds ten days per academic year.)
3. If the hearing result is that the behavior is not the result of the disability, regular student disciplinary policies shall be followed.
4. All procedural safeguards required by PL/94-192 shall be observed.
5. Educational services shall continue through regular or alternative programs.

Odin Public School District #722 will follow and comply with procedural safeguards required by the Individuals with Disabilities Education Act (IDEA) and implement federal and state regulations.

Suspension Procedures: Students with disabilities

The following procedures shall be used in suspension cases involving special education students:

- Whenever a special education student is suspended an excessive number of times, the school district shall hold a relatedness conference to determine whether or not the misconduct is the result of the student's handicapping condition as defined by the Rules and Regulations to Govern the Administration and Operation of Special Education. A case study reevaluation shall be completed and/or updated at the relatedness conference.
 - Such determination shall be made by staff members who are familiar with the student's handicapping condition and educational program in consultation with the staff of Kaskaskia Special Education District #801.
 - If the misconduct is the result of the student's handicapping condition, he or she shall not be suspended until a multidisciplinary staff conference is provided. In such cases, the student's program shall be reviewed in a conference and, if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged.
 - The local district may suspend the student, even if the misconduct is the result of the student's handicapping condition, if the student's presence poses a danger to the student, other students, faculty, or school property, or disrupts the education process. 34
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ALTERNATIVE SCHOOL PLACEMENT

Any student sent to an alternative school must stay in this placement for a minimum of one year. At that time, a team of teachers and administrators will meet and determine if the student is meeting their goals and able to return to the regular classroom.

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.

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.

Section 12a - Disciplinary Consequences

STUDENT CONDUCT/BEHAVIOR (definition of infraction)

Failure to serve any disciplinary action may result in the loss of privileges; Students may lose the privilege to participate in athletic events or club activities(i.e. Homecoming activities, Prom, etc...). Additional disciplinary consequences will be assigned.

General Inappropriate Behaviors/Standard School Discipline:

Disciplinary action for those situations not specifically listed is at the discretion of the administration. (Repeated Abusive Language/Inappropriate Language & Behavior/Profanity/Defiance/

Insubordination/Non-Compliance/Disrespect/Disruptions/Physical Aggression/Horseplay/Property Damage/Vandalism/Skipping Class/Social Media/Sexting)

1st Offense 1 ASD

2nd Offense 2 ASD

3rd Offense ISS & Parent Meeting

4th Offense 2 ISS

5th Offense 3 ISS

Alcohol (Use or Possession of)

1st Offense 1 to 3 days OSS

2nd Offense up to 10 days OSS and recommendation to the Board of Education for Possible Expulsion Bomb Threat/False Alarm 1st Offense 3 days OSS 2nd Offense 10 days OSS and recommendation to the Board of Education for Expulsion

Bullying/Harassment/Threats (Includes in-person and online)

Depending on the severity, see "Severe Threats of Violence" on Page 51.

1st Offense 1 ASD

2nd Offense 2 ASD

3rd Offense ISS & Parent Meeting

4th Offense 2 ISS

5th Offense 3 ISS and possible recommendation to the Board of Education for Expulsion and Withholding of Privileges

Bus Offense (Depending on the severity of infraction)

For all bus offenses, refer to General Inappropriate Behaviors/standard school discipline policy - until the 4th offense:

4th Offense 1 Bus Suspension

5th Offense 3 days Bus Suspension

6th Offense Removal from Bus for the Year

Cheating/Forgery/Plagiarism/Lying

1st Offense Student will receive a zero on the assignment and 1 ASD

2nd Offense Student will receive a zero on the assignment and 2 ASD

3rd Offense Student will receive a zero on the assignment, ISS and Parent Meeting

4th Offense Student will receive a zero on the assignment, 2 ISS and Parent Meeting

5th Offense Student will receive a zero on the assignment and 1 ISS

Dress Code Violation (See Page 10)

Contact parents and students will be required to change immediately. If there is a repetitive violation then further discipline consequences may be required.

Drugs (Use or possession of) Drug Offense

1st Offense Could result in 10 days OSS and recommendation to the Board of Education for Expulsion. Police will be notified.

2nd Offense At the discretion of Administration

Electronic Device Violation

This includes all devices including but not limited to cell phones, smart watches, tablets, etc.

1st Offense The student must pick the device up from the office at the end of the day.

2nd Offense The parent/guardian must pick the device up from the office at the end of the day.

3rd Offense After school detention, the parent/guardian must pick the device up from the office.

4th Offense ½ day In School Suspension and the parent/guardian must pick the device up from the office

5th Offense Meeting with parent and administration

Fighting/Sexual Harassment/Gang Activity/Affiliation/Display

1st Offense 2 Days ISS

2nd Offense 3 Days ISS

3rd Offense 3 Days OSS and recommend alternative placement

Possession of a Combustible

(Confiscate and Standard Discipline applies - See General discipline, Page 29)

Possession or Use of a Weapon

1st Offense 10 days OSS and possible recommendation to the Board of Education for Expulsion
Consequences For All Tardies For All Class Hours

1st Offense (4th tardy) 1 day ASD and disciplined logged into Teacherease going forward on each offense here after

2nd Offense (5th tardy) 2 days ASD

3rd Offense (6th tardy) 3 days ASD

4 th Offense (7 th tardy) 4 days ASD

5th Offense (8 plus tardies) 1 day ISS

Technology Violation

1st Offense 1 day LD

2nd Offense 1 day ASD

3rd Offense 2 days ASD

4th Offense 1 day ISS *Administration reserves the right to impose more severe consequences as deemed necessary.

Theft

1st Offense 1 day ISS and a Follow-up with school social worker

2nd Offense 3 days ISS and Parent Meeting

Tobacco and/or Vaping (Use or Possession of)

1st Offense 2 days ISS - including the day caught

2nd Offense 3 days ISS and 5 required sessions with the school social worker

Consequences for Day Truancy / Unexcused Absence

The Unexcused Full Day Absence Policy will run on a semester-by-semester basis.

1st Offense - 1 day ISS for each unexcused day of absence

2nd Offense - 2 days ISS for each unexcused day of absence

3rd Offense - 3 days ISS for each unexcused day of absence

All further violations will be handled on an individual basis.

Physical Education Department 6th-12th grade

1. All physical education students (except those in Adaptive P.E.) MUST wear an Odin issued P.E. uniform

2. Regular P.E. students must wear socks and shoes appropriate for physical activity.

3. Uniforms should have the student's name written on both the shirt and shorts. Any other writing is not allowed.

4. Students may not alter the uniform in any way (i.e. cut off sleeves, cut out neckline, etc.)

5. In cold weather students may wear sweatpants or a sweatshirt under their uniforms. However no other clothes such as jeans or coats may be worn.

6. Failure to have an appropriate uniform will result in the following options:

Refusal to Dress/Rent per semester

1st Offense Warning

2nd Offense 1 day LD

3rd Offense 1 day ASD

4th Offense 2 days ASD

5th Offense 3 day ASD

6th Offense 1 day ISS

7th Offense 2 days ISS

8th Offense No credit will be given for the class

• Uniform Rental will be available upon request at teachers' discretion. Rental uniforms must be procured from the teacher's office in the locker room before the tardy bell rings and must be returned to the same office at the end of the hour. You are required to leave an item of value as collateral for the rental uniform. Failure to do so may result in referral to the Attendance Office for disciplinary consequences or a fine for a replacement uniform.

Section 13: TRANSPORTATION

Bus Conduct

-Cross References: Press 4:110 Transportation, Press 7:220 Bus Conduct

When students are being transported to and from school on buses, they are as much a part of the school as though they were on the campus. The rules of good citizenship and conduct prevail.

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

1. Students should be seated immediately upon entering the bus.
2. Appropriate use of cell phones will be allowed on the bus as long as it does not infringe on other students' rights. NO PICTURES OR FLASHES ON THE BUS. Cell phone privileges may be suspended by the bus driver or other administration.
3. Headphones are allowed on the bus
4. Students riding buses will have assigned seats.
5. Remain in the seat and do not move from one seat to another.
6. Keep all parts of the body and all objects inside the bus.
7. The noise level must be kept to a minimum at all times.
8. Enter and exit the bus only when the bus is fully stopped.
9. All school rules apply while on the bus, at a bus stop, or waiting for a bus.
10. Use the emergency door only in an emergency.
11. In the event of an emergency, stay on the bus and await instructions from the driver.
12. Good behavior is required to prevent the distraction of the bus driver.
13. Inappropriate behavior of any kind may be subject to bus suspension.
14. Keep the bus neat and clean.
15. Be waiting at the bus stop on time.
16. Parents will be liable for any defacing or damage students do to the bus.
17. Keep all body parts clear of the aisles when seated.
18. Keep all book bags, coats, and other objects out of the aisles.
19. Non bus riders must secure a note from their parents giving them permission to ride the bus. Bus riders must also have a note so parents are aware of the location of said child.

All buses are equipped with video surveillance to monitor student behavior and ensure the safety of all riders. Riding the school bus is a privilege of the student and not a right; therefore, denial of this privilege may be administered by the principal in matters of misconduct. Students may be suspended for up to 10 consecutive days from riding the bus. In extreme or continued instances of misconduct, the school board may suspend a student from bus riding privileges for more than 10 days because of safety reasons. Buses equipped with seatbelts must be worn by passengers

Transportation Changes

Students that need transportation changes made must have a note from their parents. If both parties are school age children a note is required from both parties stating changes that should be made. Transportation changes should be made before noon to allow ample time to notify all parties involved.

Section 14: HEALTH SERVICES

The district works to maintain a safe and healthy learning environment for all students. Health services are provided to support student wellness, address medical concerns, and ensure compliance with state health requirements.

Parents and guardians are encouraged to maintain communication with the school nurse and administration regarding student health conditions, medications, allergies, and medical concerns that may impact school participation.

COMMUNICABLE DISEASE

-Press 7:280 Communicable and Chronic Infectious Disease

It is the responsibility of the parents to notify the school nurse if a student is suspected to have a communicable disease. When a communicable disease has been determined, students may be excluded from school and school activities. If a student is observed to have anything potentially contagious - such as a rash, pink eye, head lice, etc. - they will be sent home and must be evaluated by a doctor and cleared with a note to return to school.

CONCUSSION POLICY

Any student who suffers from a concussion will follow the concussion policy as outlined in the athletic handbook. Any medically diagnosed concussion will need to be released from the doctor. No student may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the student should continue for several hours. The student must see the nurse before resuming class.

FOOD ALLERGIES

Certain federal laws govern the school district's responsibilities for meeting the needs of students with severe food allergies and other forms of anaphylaxis. These guidelines are in addition to, and not in lieu of, those federal laws. The school district has an obligation to seek suitable means of reasonably accommodating a student upon notification and confirmation of potentially life-threatening food allergies and to keep a record indicating that the school conscientiously carried out this obligation. Included in this duty is an obligation to gather sufficient information from the food-allergic student and qualified experts as needed to determine what accommodations are necessary. Each food-allergic student is different and will

require a different individualized plan based on a variety of factors, including his or her food allergies, age, medical history, recommendations from doctors, and facilities in the school. Sometimes a student's individual needs will require the school to take more precautions and to make more accommodations than are required by these general guidelines.

Food Allergy Management Program -Cross Reference: Press 7:285

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

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in The School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication Guidelines for Managing Life-Threatening Food Allergies in Schools, available at: www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf.
3. Complies with State and federal law and is in alignment with Board policies.

LEGAL REF.: 105 ILCS 5/2-3.149 and 5/10-22.39. Guidelines for Managing Life-Threatening Food Allergies in Schools (Guidelines), jointly published by the State Board of Education and Ill. Dept. of Public Health.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100, (Relations with Other Organizations and Agencies)

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HEAD LICE POLICY - Goals

- Identify infected individuals and see that they are properly treated
- Break the cycle of re-infestations
- Decrease school absences for students
- Provide information to students, parents, and teachers regarding appropriate management of head lice infestation

Policy and Procedure for Controlling Head Lice

It is the policy of Odin Public School that a student found to have active live lice will be sent home when it is discovered. If a student is reported to have head lice the school nurse or designated employee will do the following:

1. The student will be examined to determine if there is active infestation; live lice or many nits less than one-quarter inch from the scalp. (Due to the rate of hair growth, nits that are farther away from the scalp will not hatch or have already hatched).
2. If the school nurse or designated employee determines that there is an active infestation the student's parent/guardian will be notified and the student will be sent home with instructions for treatment.
3. If a case of head lice is confirmed the school nurse may conduct a classroom check or will check individual students as she deems necessary.
4. Siblings of any positive cases will be checked, plus the sibling's class if he/she proves positive and the school nurse deems it necessary. If the sibling attends another school, the school nurse may contact the school nurse of that school.
5. It is the responsibility of the parent/guardian to make arrangements with the school nurse for the student to be examined before re-entry into the school. The parent/guardian must accompany the child to school for this examination (or make prior arrangements) so that the school nurse can check for the presence of live lice, review treatment, and provide any needed instructions or support.
6. The student may return to school after the student's hair has been investigated by appropriate school personnel and has been determined to be free of live lice.
7. Only one day will be allowed as an excused absence for the purpose of treatment. More time out of school than this will be considered unexcused absences due to parental/guardian non-compliance and will be referred to the principal for follow-up. It is recognized that no child should routinely be excluded from school due to head lice and parents/guardians will be encouraged to treat promptly and return the child to school the next day.
8. Seven to ten days following the initial treatment, the family will be contacted by letter or by phone requesting that a second treatment be administered.
9. Any child who has been identified as a case or contact of head lice will be rechecked ten days after his/her initial examination.
10. If head lice are found in large numbers in one classroom, or if lice are found in more than one classroom within the school, all students deemed necessary in both elementary and high school, will be examined.

HEALTH INSURANCE CLAIMS Odin Public School District #722 will not pay any student health insurance claim without an injury report on file documenting the incident that caused the injury and an insurance accident claim form being completed and returned to the District office for processing.

MEDICATIONS:

ADMINISTERING MEDICATIONS TO STUDENTS (OVER THE COUNTER & PRESCRIPTION)

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 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".

In order for us to be aligned with the most recent state law, the Over-the-Counter (OTC) Medication Authorization Form for Odin Public Schools District #722 must be obtained annually. **In accordance with Illinois law and district policy, no over-the-counter medications (such as acetaminophen, ibuprofen, or antacids) can be administered during the school day without both parent/guardian consent and a licensed healthcare provider's authorization on file.**

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

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

DESIGNATED CAREGIVER ADMINISTRATION OF MEDICAL CANNABIS

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated

caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

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

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

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

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required 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.
PANDEMIC: SCHOOL

OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

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:

1. 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.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. 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.
4. 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.
5. 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.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. 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.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. 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.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

PERSONAL ILLNESS Students need to stay home if they have a fever of 100 degrees or more. They must be fever free for 24 hours without the help of medication before returning to school.

PHYSICAL EXAMINATIONS/IMMUNIZATIONS

Illinois law requires each child entering school for the first time and sixth and ninth grades to have a completed physical examination. In addition, the school is required to have a copy of updated immunizations age appropriate that are required by state law. Up until 6 years of age each child must have a Completed Health Risk Assessment Questionnaire or a Lead Test if required. These records must be signed by a licensed medical professional. If a parent or guardian fails to return the completed physical form or fails to complete the immunization requirements, it is the policy of Odin Public School District to deny these children the right to enroll in the school until state requirements are completed. This will be enforced on the first day of school.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

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 school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian’s failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. 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 an appropriate medical professional.

SCHOOL ADMINISTERED VISION/HEARING SCREENINGS Vision and hearing screenings are completed on a routine basis as mandated by the Illinois State Board of Education. This includes designated grades, new students, special education students, and teacher referrals. If you do not want your child to participate in this screening you must sign a waiver.

VISION EXAMS All children enrolling in kindergarten or any student enrolling for the first time in school shall have an eye exam. Proof shall be presented on the first day of school or proof that an eye exam will be completed within 60 days.

DENTAL EXAMINATIONS

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child’s report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

EXEMPTIONS

- Cross Reference: Press 7:100 Health, Eye, and Dental Examinations; Immunizations, and Exclusion of Students

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal 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 parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

SUICIDE PREVENTION

National Suicide Hotline: 899 or 1-800-273-8255 (Available 24 hours a day)

Text HELLO to 741741

Odin Counselor Mrs. Haarmann- thaarmann@odinpublicschools.org

Odin Social Worker Mrs. Lynch- klynch@odinpublicschools.org

Section 15: SCHOOL SAFETY

Student and staff safety is a top priority at Odin Public School District #722. The district maintains emergency procedures, safety plans, and prevention programs designed to create a secure learning environment.

Students are expected to cooperate fully during all drills, emergency situations, investigations, and safety procedures. Failure to follow safety procedures may result in disciplinary action.

Emergency Procedures

Required drills include:

- Fire drills / evacuation (3 drills)
- Severe weather drills (1 drill, shelter in place)
- Law enforcement drills (1 drill, Standard Response Protocol)
- Bus evacuation drill (1 drill)

Procedures concerning tornadoes, fires, and nuclear attacks will be posted in each room.

ENVIRONMENTAL QUALITY OF BUILDING AND GROUNDS

The Superintendent shall take all reasonable measures to protect the safety of District personnel, students and visitors on District premises from risks associated with hazardous materials and the environmental quality of the districts' buildings and grounds.

Lawn Care Products

The school districts follow all guidelines required by the Lawn Care Products Application and Notice Act 415 ILCS 65. Employees, parents/guardians and students may complete the Lawn Care Products Registry if they wish to be notified when an application is scheduled.

Pesticides

The school districts follow all guidelines required by the Structural Pest Control Act, 225 ILCS 235. Employees, parents/guardians and students may complete the Structural Pest Control Registry if they wish to be notified when herbicide, insecticide and/or fungicide application is scheduled.

ASBESTOS NOTICE

- Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519)

On October 22, 1986, the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519) was signed into law. The law required the EPA to develop regulations that provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This new rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

- The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of Odin Public Schools for any reason. Odin Public Schools takes very seriously the recommendations made in the management plan, which has been approved by the Illinois Department of Environmental Management.
- District employees complete inspections every six months. Every three years trained professionals make a re-inspection and the management plan is updated.
- The Superintendent will oversee asbestos activities and ensure compliance. Additional questions regarding asbestos can be directed to the Superintendent at Odin Public Schools, 102 S. Merritt Street, Odin, IL.

School Closings and E-Learning

Emergency announcements are communicated through:

- School app
- Text/email notifications
- Facebook
- WJBD radio

Communication:

Odin Public School District will utilize the Thrillshare / Rooms (school app) to establish additional communication between home and school. School closings, weather emergencies, and general announcements will be broadcast to homes or cell phones. It is vital to report any change in phone numbers that may occur during the course of the school year to the main office.

Mandated Reporting

- Cross Reference: Press 5:90

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.

SEX OFFENDER/VIOLENT OFFENDER NOTIFICATION LAW

-Cross Reference; Press 4:170

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for the following circumstances as they relate to the individual's child:

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Any time a convicted child sex offender is present on school property for any reason—including the three reasons stated above—he/she is responsible for immediately reporting to the school office upon arrival to and departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school officer at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

The Illinois Sex Offender Registry is found on the Illinois State Police website at:

<http://www.isp.state.il.us/sor/>. The Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police website at: <http://www.isp.state.il.us/cmvo/>.

Section 16: ATHLETICS / EXTRACURRICULAR

Participation in extracurricular activities at Odin Public School is a privilege extended by the district to students who wish to participate and agree to comply with the athletic/activity handbook and any other district policies or rules. Those who participate in extracurricular activities have the responsibility to conduct themselves at all times, including after school and on days when school is not in session, and whether on and off school property, as good citizens and exemplars of their school. **Any child who resides in the district and who does not attend the main campus including home-school and alternative education may not participate in interscholastic activities. In the event any child returns to the Odin Public School district campus, students must be on campus for 3 weeks (or 15 school days) to be reevaluated by administration before they can participate in any athletic function. SIJHSAA and IHSA rules will apply.**

The contents of this handbook include the rules and guidelines for all students participating in extracurricular athletics/activities. The rules and guidelines included in this handbook are effective during the entire calendar year throughout the student's years at Odin Public School District #722 and are subject to change.

The Odin Public School District #722 Board of Education reserves the right to establish policies and procedures that exceed the Illinois High School Association (IHSA) and the Southern Illinois Junior High School Athletic Association (SIJHSAA) policies and by-laws. When the Odin Public School District #722 Board of Education establishes policies and procedures that exceed the IHSA and/or SIJHSAA policies and by-laws, the Odin District policies and procedures shall govern and supersede.

Interscholastic Activities

The following list of activities is offered to students at Odin Public School and the maximum number of students who may participate in each.

Elementary School

Baseball- Boys (TBD by Patoka)
Basketball- Boys/Girls (15 V / 15 JV)
Cheerleading- Coed (12)
Cross Country- Boys/Girls (Unrestricted)
Bowl- Coed (22)
Softball- Girls (20)
Track & Field- Boys/Girls (Unrestricted)
Volleyball- Girls (15 V / 15 JV)
E-Sports
Golf-Coed (TBD by Sandoval)

High School

Baseball- Boys (20)
Basketball- Boys (TBD by Patoka)
Basketball- Girls (TBD by Sandoval)
Cheerleading- Coed (TBD by Patoka) Scholar
Cross Country- Boys/Girls (Unrestricted)
Scholar Bowl- Coed (22)
Softball- Girls (20)
E-Sports
Track & Field- Boys/Girls (Unrestricted)
Volleyball- Girls (15 V / 15 JV)
Golf-Coed (TBD by Sandoval)

Participation Expectations & Guidelines

Injuries:

All athletic injuries must be first reported to the coach. All injuries must be reported by the coach in writing the next school day to the principal and school nurse for purposes of insurance and liability.

Grooming and Dress

1. Athletes/participants must wear hair out of their eyes, tied back, or any style provided the hair does not interfere with vision or safety.
2. Athletes/participants must be appropriately groomed and neatly dressed.

Verification Forms

1. The athlete must have proof of insurance on file with the principal or his/her designee indicating that the athlete is properly insured. The parent or guardian will fulfill this requirement by completing the Odin Public School District #722 Athletic/Activity Agreement form.
2. The athlete must have a current physical examination on file with the principal or his/her designee. A physical examination is valid for one calendar year.
3. The athlete/participant must have permission from his/her parent or guardian to participate in extracurricular athletics/activities. The parent or guardian will fulfill this requirement by completing the Odin Public School District #722 Athletic/Activity Agreement form.
4. The student and parent/guardian must sign the Odin Public School District #722 Athletic/Activity Agreement form stating they have received and read the Odin Public School District #722 Athletic/Activity Handbook. By doing so, they have agreed to comply with the provisions of the Odin Public School District #722 Athletic/Activity Handbook and district policies or face consequences for any infractions that occur.

5. Students and parents must sign the concussion form stating that they have received and read the concussion policy. (Board Policy 7:305)

Participation and Attendance in a Sport/Activity

Any student who is eligible to participate in a sport/activity will be permitted to try-out if he/she so chooses. Students who choose to participate must attend tryouts or practices during the first week (one complete school week) the sport/activity begins. Students who have a medical excuse or have been granted a pre-arranged absence may be exempt from attending the first week. The coach/sponsor, athletic director, and the principal will make the final determination when these situations arise.

For the protection of the health and safety of participants in extracurricular activities and to protect the integrity of the team, team members shall be required to attend and participate in regular scheduled practices, games, and events, as appropriate. Any athletic or extracurricular event/activity/gathering must be held at the school facility unless location has been approved by school administration.

All students must secure permission from the coach or sponsor before missing any scheduled practices, game, or event. Any unexcused absence from regularly scheduled practices, game, or event may be cause for partial or total suspension from the squad. Practices called that had not been previously scheduled shall be optional. Practices scheduled on Sundays or holidays (New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving, and Christmas Day) shall not be held unless under extenuating circumstances and approved by the administration. Saturday practices scheduled seven (7) days in advance are mandatory (unless it falls on one of the holidays mentioned above). Students should remember that a missed practice is a lost learning opportunity to gain knowledge and/or skills of a sport/activity. The coach or sponsor may examine the validity of such absences and may discipline accordingly.

Unexcused absences:

Participants unexcused from regularly scheduled practices, game, or event will be handled in the following manner:

- 1st offense – One game/event suspension
- 2nd offense – Two games/events suspension
- 3rd offense – Student/athlete dismissed from team

The coach or sponsor of the individual team will handle discipline for athletes/participants who are tardy to practice.

A student may participate in more than one athletic event/activity during a single season. A game or competition will take precedence over practice; students have the responsibility to notify the coaches involved if a conflict should arise. No student may terminate their participation in a school sport after the first game of the season, without the consent of the coach and athletic director. Exceptions may be made on a case by case basis for verifiable academic, medical or personal reasons. Any such request made after the first game must be in writing, addressed to the Athletic Director and signed by the student and the parent or guardian.

Cheerleaders are selected long before the first game of the season. Rules and regulations for students terminating participation in cheerleading are found in a separate document and given to students by the cheerleading coach. Any student who chooses to terminate his/her participation in a sport without approval (i.e. refusing to practice, walking off the field, court, etc.) will be

suspended from all sports for 90 school days. Completion of the suspension will carry over into the next school year if necessary.

Academic Eligibility

- A. Academic eligibility is determined by standards set forth from IHSA and Odin School District #722. IHSA Bylaw- Eligibility 3.00
 - a. 3.021 They shall be doing passing work in at least twenty-five (25) credit hours of high school work per week.
 - b. 3.022 They shall, unless they are entering high school for the first time, have credit on the school records for twenty-five (25) credit hours of high school work for the previous 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.
- B. Odin School District #722 has a policy of NO PASS, NO PLAY.
 - a. All student athletes must maintain passing grades in every academic subject at the time of eligibility determination.
 - b. Academic eligibility will be monitored on a weekly basis during the sport/activity season.
 - c. ALL GRADES FOR THE WEEK WILL BE ENTERED BY THURSDAY AT 3:30 P.M. NO GRADES WILL BE ENTERED ON FRIDAY.
 - d. Eligibility is based on letter grade, not percentage. Eligibility will be run on Friday at noon to allow time for the coaches to notify parents. The period of ineligibility will be set for the following Monday through Sunday. There will be a one week grace period at the beginning of each new quarter allowing for the accumulation of grades (with a minimum of two grades entered by the teacher).
 - e. During any suspension a student is not allowed to attend any conditioning, open gyms or train for any school sport, until the suspension is completed.
 - f. Students who become academically ineligible three times during a season will be removed from the team or squad of the respective sport or activity for the rest of the season. There may be special circumstances, such as absences due to medical reasons that may be reviewed by the coach, athletic director, and principal to determine if eligibility may still exist.

Athletic Equipment

- A. Athletic equipment/clothing worn during the school day must be in compliance with the school dress code.
- B. There will be an additional \$25.00 charge at registration to participate in any junior high or high school athletic program.
- C. Students are responsible for all equipment and clothing issued or entrusted to them for their use. The student must pay, at replacement cost, for all damaged or lost equipment/supplies.
- D. Students must return all school uniforms/equipment no later than one (1) week after the conclusion of the season. If a student quits or is dismissed from a team, it is the student's responsibility to return all uniforms/equipment within one (1) week. Students failing to return uniforms will be considered ineligible for future athletic events until the uniform is returned.

Attendance in School: Practice and/or Play Eligibility Rule

- A. If a student is absent from school, he/she will not be eligible for any contest or activity (including practices) that afternoon, night, or the following day if school is not in attendance, with the following exceptions:
 - a. Absence due to a death in the family
 - b. Absence due to a school-sponsored field trip
 - c. The student is absent for part of the day from school but arrives at school by 11:00 and participates in school for the remainder of the day.
 - d. The student has a doctor or dentist appointment but is in attendance for at least three (3) clock hours on the day of the contest or activity. Doctor note must be provided.
 - e. Absence is determined to be excused and has been approved in advance by an administrator or his/her designee.
 - f. Coaches / Sponsors have final decision making authority regarding practice participation / attendance in determining playing time or lineup determinations.
- B. Each student is expected to attend every regularly scheduled practice session of the sport or activity in which he/she is participating, unless absent from school. If a student is absent from school, he/she will not be allowed to practice except for reasons stated under the attendance expectations above.
- C. If a student is absent from school on an attendance school day prior to a game/activity that is scheduled on a nonattendance school day, that student must have prior approval from the administration to participate in the game/activity on the nonattendance school day.

Training Rules

Coaches, with the approval of the athletic director and the administration, may initiate training and/or conduct rules for athletes under their supervision. A copy of the individual team rules will be given to the athletic director, principal, and participants at the beginning of the season.

Transportation

All athletes/participants must ride school district transportation to and from all school sponsored activities. An exception will be granted if a parent/guardian requests in writing that the student return with the parent/guardian or adult close relative. Oral requests are not valid. If a parent/guardian wants his/her child to return from a game/event with a non-relative, the parent/guardian must obtain approval in advance from the principal or his/her designee.

- High school students are to park their vehicles in the student parking area of Odin School during all games and practices.
- Odin Public School District #722 will continue to provide transportation to all extra-curricular activities as long as finances permit.

Conduct / General Rules

Violation of any of the following rules of conduct will result in partial or total suspension from participation in a particular sport/activity or all sports/activities. Odin Public School District

#722 students will abide by the guidelines set forth in the Student Conduct/Behavior section of the Student Handbook.

1. Any conduct that is detrimental to the performance of the team and the representation of Odin Public School District #722.
2. Violation of any additional rule or rules adopted by the Odin Public School District #722 Board of Education.
3. Athletics participating in a co-op will be subject to the host school's rules and regulations as outlined in the host school's handbook.

Alcohol, Drugs, and Tobacco and/or Vaping

The possession, use, or sale of alcohol, drugs, tobacco and/or vaping will result in the following consequences when the student is confirmed to be guilty of a violation.

1st offense – 4 games but not to exceed 10% of season with a minimum one competition suspension

2nd offense – 25% of full schedule

3rd offense – One calendar year suspension for all sports

4th Offense- Barred for athletic career from all sports for the duration of high school or junior high school career.

NOTE: The third offense penalty for a student participating in junior high sports/activities will only affect his/her participation for the remainder of his/her career in grades 8 and below. The third offense penalty for a student participating in high school sports/activities will only affect his/her participation for the remainder of his/her career in high school (grades 9 thru 12).

Student participation in extracurricular/school sponsored activities is considered a privilege and not a right. This random drug testing program will be applied to all students interested in participating in interscholastic sports and/or extracurricular clubs and organizations. Any student wanting to drive to school and park in the school's parking lot will also be included in the program. Students included in any of these groups will have their names added to the drug testing pool and will be tested using the guidelines and procedures stated in the random drug testing policy.

Player Ejection from Contests

- A. Any player ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and any other interscholastic contests in the interim. A participant who is ineligible to participate in a game(s)/event(s) due to suspension for unsportsmanlike conduct may travel with the team to the game(s)/event(s) with approval of the coach or sponsor. However, the ineligible participant may not appear at the game(s)/event(s) in uniform.
- B. High school only (IHSA rule): Any player who is ejected from a junior varsity or varsity contest for unsportsmanlike conduct will not be eligible to participate at any level of competition of the same sport/activity until the next junior varsity or varsity contest has been completed. If there is no contest at the same level within a ten (10) day period, the ejected player may fulfill the requirements of this rule by missing three (3) contests at any level in the same sport/activity for which he/she is a rostered player.

Disciplinary Suspension/Dismissal of Participants

The coach, sponsor, or school administrator may suspend/dismiss participants in extracurricular activities for violation of the athletic/activities handbook or other appropriate policies and rules of the school district.

Suspension is defined as removal of the participant from participation in one or more practices or games but less than dismissal for the balance of a season.

Dismissal is defined as removal of a participant from participation in a sport or event for the balance of a season. The following procedures shall apply to disciplinary dismissals:

- A. Prior to dismissal, the participant shall be provided an explanation of the charges against him/her. The participant shall be given the opportunity to respond to the charges to the disciplinary dismissing school official, i.e., coach, sponsor, etc.
- B. After Step A and upon written request, the participant may appeal his/her disciplinary dismissal within five (5) days of the first day of the dismissal to the school administration. The school administrator will then determine the appropriateness of the dismissal.
- C. After step B and upon written request, the participant may appeal his/her disciplinary dismissal within ten (10) days of the first day of the dismissal to the superintendent and the school board. At the hearing, the participant shall be provided an explanation of the charges against him/her, may be represented by counsel at his/her expense, and may call witnesses, cross-examine adverse witnesses and may present evidence in his/her defense. After presentation of evidence, the Odin Public School Board of Education shall take such action as it finds appropriate.

Uniform Modification

- A. The school board must allow a student athlete to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. The modification of the athletic or team uniform may include, but is not limited to, the wearing of a hijab, an undershirt, or leggings. If a student chooses to modify his or her athletic or team uniform, the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school board for such modification. However, nothing in this Section prohibits a school from providing the modification to the student.
- B. At a minimum, any modification of the athletic or team uniform must not interfere with the movement of the student or pose a safety hazard to the student or to other athletes or players. The modification of headgear is permitted if the headgear:
 - a. is black, white, the predominant color of the uniform, or the same color for all players on the team
 - b. does not cover any part of the face
 - c. is not dangerous to the player or to the other players
 - d. has no opening or closing elements around the face and neck
 - e. has no parts extruding from its surface.

SUSPENSION FROM SCHOOL

1. 1. Any student suspended in or out of school for 1 day for any reason is to be suspended for at least one game/event/match.

2. 2. Any student suspended in or out of school for a total of 4 days during the same school year is removed from the team/organization for 25% of that season or combination of seasons.
 3. 3. Any student suspended in or out of school for a total of 8 or more days during the school year is removed from all extracurricular activities for one calendar year.
 4. Disciplinary dismissals may be imposed pending dismissal proceedings and/or may suspend for up to 3 events without imposing a dismissal.
-

Players' Code of Ethics

- I hereby pledge to be positive about my sports experience and accept responsibility for my participation by following this Players' Code of Ethics.
- I will encourage good sportsmanship from other players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice and game that I can, and will notify the coach in advance of a game or practice if I cannot make it.
- I will do my very best to listen and learn from my coaches.
- I will treat all coaches, players, officials, and fans with respect regardless of race, sex, creed, or ability and will expect to be treated accordingly.
- I deserve to play in an environment that is free of drugs, alcohol, tobacco and/or vaping and will expect adults to refrain from their use at ALL sports events.
- I will encourage my parents to be involved with my team in some capacity because it is important to me.
- I will do my very best in school.
- I will recognize and show appreciation for an outstanding play by either team.
- I will emphasize teamwork in sports.
- I will accept the responsibility and privilege of representing my school and community.
- I will lead by example in sportsmanship: Display modesty in victory and graciousness in defeat.
- I will remember that sports are an opportunity to learn and have fun!
- I will do what's right in sports!
- I know sportsmanship begins and ends with me!

Please Note: Any student who chooses to terminate his/her participation in a sport without approval (i.e. refusing to practice, walking off the field, court, etc.) will be suspended from all sports for 90 days. Completion of the suspension will carry over into the next school year if necessary. Students who do not complete the entire season in good standing with the coach and athletic director will not be eligible for or receive any recognition or awards for that sport. This includes no recognition in team and sports pictures.

Coach Code of Conduct:

(Adapted from the American Association of Health, Physical Education, Recreation and Dance (AAHPERD) Teachers)

- Have the knowledge and preparation to lead their teams within the parameters outlined in the National Standards for Sport Coaches (NASPE, 2006).
- Take responsibility for athletes' well-being and development.
- Accept the reality that they serve as role models; as such, their actions must live up to their words.

- Provide a physically and emotionally safe environment for athletes during practice, as well as competition.
- Exemplify ethical behaviors, including honesty, integrity, fair play and sportsmanship. These are life-long lessons that take precedence over any emphasis on winning.
- Maintain a professional demeanor in their relationships with athletes, parents, officials, colleagues, administrators, and the community.
- Coaches recognize the power and influence of their position with respect to athletes. Therefore, coaches are careful to avoid and refrain from exhibiting behaviors that could develop into interpersonal relationships, or even create the perception of intimacy – or the desire for intimacy – with athletes.
- Coaches refrain from direct physical contact with players (i.e., pats on the buttocks) that could be construed as sexual in nature. Work toward the best interests of their athletes by understanding issues of confidentiality and avoiding situations that could create conflicts of interest or could exploit the athlete.
- Commit themselves to their athletes' academic achievement.
- Discourage the use of performance-enhancing substances and dietary supplements. Coaches also should encourage athletes, in conjunction with their families, to seek the advice of qualified medical professionals regarding performance-enhancing substances.
- Prohibit the use of alcohol, tobacco and/or vaping, and any illegal or recreational drug.
- Be knowledgeable about nutrition, hydration, safe and healthy weight loss or gain, and healthy eating behaviors. When a situation exceeds a coach's scope of knowledge, he or she should refer the athlete to an appropriate medical professional for the most current and accurate information.
- Practice safe training and conditioning techniques that are current.
- Distribute weekly practice, and away game travel, schedules to players, their parents, the school office, AD and Principal.
- Exhibit sound injury and risk-management practices.
- Demonstrate an understanding of their athletes' growth and developmental stages.
- Encourage athletes to adopt a physically active lifestyle.
- Place athletes' needs and interests before their own.
- Remember that competition should be healthy and enjoyable.
- Follow District policies and procedures in ordering jerseys, equipment, etc.
- Coaches will maintain a properly supplied First Aid kit/medical box, contact phone numbers for parents/guardians and signed, properly completed, emergency medical release forms for athletes and have these materials with them at all practices, competitions and other team activities.
- Strive to play all athletes in all games.

Parent/Guardian/Spectator Conduct for Athletic Events/Activities

- I will remember that children participate to have fun and that the game is for the youth, not the adults.
- I will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice or other sporting event.
- I will not engage in any kind of unsportsmanlike conduct with an official, coach, player, parent or spectators such as booing and taunting or using profane language and gestures. ● I will not

encourage any behaviors or practices that would endanger the health or wellbeing of the athletes.

- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
 - I will demand that my child treat other players, coaches, officials and spectators with respect.
 - I will teach my child that doing one's best is more important than winning.
 - I will never ridicule or denigrate my child or any other participant for making a mistake or losing a competition.
 - I will respect the officials and their authority during games and will never question or confront coaches at the game, practice or in the presence of the student athletes and will take time to speak with coaches at an agreed upon time and place.
 - When speaking with coaches I will only discuss my child's progress, attitude, strengths and or weaknesses and will refrain from questioning the coach concerning playing time or the weaknesses of other athletes.
 - I will refrain from coaching my child or other players during games and practices unless I am one of the official coaches of the team.
 - I will assume responsibility for my guests and will encourage them to follow the Spectator's Code of Conduct.
 - As a student attending an athletic event, I will remain in the gym to watch the event.
- Administration reserves the right to remove students from the building.

Removal / Ejection

Removal from any contest or berating a coach will result in the following consequences:

- First offense: Parent/Guardian/Spectator will miss two games of the sport in which the misconduct occurred.
- Second offense: Written documentation of the incident will be kept on file by the school and participating schools. The Parent/Guardian/Spectator will not be allowed to attend future games for the rest of the season of the sport in which the misconduct occurred.
- Third Offense: Upon a third offense the Parent/Guardian/Spectator will not be allowed to attend any future contest for the rest of the year of the sport of misconduct or any activity. The only exception will be any graduation ceremony.
- Student spectators will follow the rules set forth under the Student Conduct/Behavior section of the handbook.
- As a spectator it is your right to cheer for your team. It is gladly welcomed and expected. There will undoubtedly be times when you feel that the wrong call was made or that the coach/coaches are not doing what you would like. To harass players, coaches or referees/umpires in any way will not be tolerated. To go on the court or field during an athletic event or to touch an official is considered a crime and can be punishable by law. Any behavior of this type will result in immediate suspension and likely further suspension from games/matches as a result.
- It is our responsibility to set an example for our students and children. We realize that emotions can run high during a contest, but we advocate proper sportsmanship and respect for coaches, referees/umpires and athletes. These events are family events.

Concussion Information

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Fatigue or low energy
- Neck pain
- Amnesia
- “Don’t feel right”
- Sadness
- Balance problems or dizziness
- Nervousness or anxiety
- Blurred, double, or fuzzy vision
- Irritability
- Sensitivity to light or noise
- More emotional
- Feeling sluggish or slowed down
- Confusion
- Feeling foggy or groggy
- Concentration or memory problems (forgetting game plays)

- Drowsiness
- Change in sleep patterns
- Repeating the same question/comment

Signs observed by teammates, parents, and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents, and students is the key to student-athlete’s safety.

What should I do if I think my child has suffered a concussion?

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA schools are required to follow this policy.

- You should inform your child's coach if you think that your child may have a concussion.
- Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.
- For current and up-to-date information on concussions, you can go to <http://www.cdc.gov/ConcussionInYouthSports/>

Section 17: LIBRARY SERVICES

Library Checkout Procedures

The library is to be used as a place for students to study, do research, or leisure reading. No materials shall be removed from the library unless they are checked out. Grade school students may check out materials for one week. High school students may check out books and materials for two weeks. It is important to bring materials back by the due date. If you need additional time, the librarian will renew the materials. If you are more than two weeks delinquent in returning items or paying for lost or damaged items, you will not be permitted to check out additional materials until you have cleared your library record.

Lost and Damaged Materials / Textbooks

All lost items should be reported to the librarian or classroom teacher as soon as possible. You will then be informed of the replacement cost of the missing item, and arrangements will be made for you to pay for the item. Any damaged item should be reported to the librarian. If repairs can be made, there will be no charge to the student. If the item is permanently damaged, the student will be charged for its replacement.

Section 18: PHYSICAL EDUCATION

PE Uniform Expectations

Students in grades 6-12 must wear approved PE uniforms. Failure to dress appropriately may result in discipline.

PE Exemptions

Certain juniors and seniors may qualify for PE exemptions under Board policy.

Section 19: FIELD TRIPS AND SCHOOL EVENTS

Field Trip Eligibility

Educational field trips are a vital part of the school curriculum, and must be educational in nature. Students (ALL) will be required to have a signed permission slip turned into the supervising teacher prior to the date of the trip. High school students MUST fill out an anticipated absence form to request any homework for the day of absence with a parent/guardian signature prior to the day of the event. In addition:

- 1) The teacher in charge of the field trip will provide a list of students who will be attending the field trip to the principal and the main office. Any changes made the day of the event must also be submitted for attendance purposes.
- 2) Teachers and administration will closely monitor student academic eligibility and behavior.
- 3) (Elementary) Teachers reserve the right to withhold the privilege of attending a field trip if a student has had any violent behavior towards self or others in the previous 30 days.

Students (JH/HS) wanting to go on a field trip/class trip must adhere to the following guidelines:

- Be passing all classes
- Have no more than 3 unexcused absences
- Have received no more than 2 ASD or 4 LD
- Have no ISS or OSS

School Dances

School rules apply during dances and extracurricular events. Students may not leave and re-enter events without permission.

Section 20: NOTICES AND LEGAL COMPLIANCE

Teacher Qualifications

-Cross Reference: Press 5:190 Teacher Qualifications This is to inform you that you have the right to request information regarding the professional qualifications of any teacher that is instructing your child. You may request information regarding the following:

- Whether or not the teacher has met state certification requirements.
- Whether or not the teacher is teaching under emergency or provisional status.
- The bachelor's degree major of the teacher, any other certification or degree.
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications

You will receive a response to your request for information within 10 business days.

Required Notices

The district complies with state and federal reporting laws regarding violence, weapons, and drug-related incidents. A school staff member shall immediately notify the building principal in the event that he or she ...

- observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision.
- observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident.
- observes a battery committed against any staff member. Upon receiving such a report, the building principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s).

Release Time for Religious Instruction

Students may be excused for religious observances with advance notice.

-Cross Reference: Press 7:80 Release Time for Religious Instruction/Observation

- A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least five calendar days before the student's anticipated absence(s).

Home and Hospital Instruction

Students unable to attend school for medical reasons may qualify for home or hospital instruction.

- A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's hospital, home, or another neutral site agreed upon by all parties.
- A student who is unable to attend school due to pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician provides written documentation that she is medically unable to attend regular classroom instruction. In addition, the instruction may also be provided for up to three months after the child's birth or a miscarriage.

FINAL NOTICE

The Board of Education and administration reserve the right to interpret and apply handbook provisions in a manner that protects student safety, educational opportunities, and orderly school operations.

The most current handbook available on the district website supersedes printed versions.