

CR HANNA ELEMENTARY SCHOOL

STUDENT-PARENT
HANDBOOK

2026-2027



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MISSION STATEMENT

GROWING COMPETITIVE GREATNESS.

TEACHEREASE

C.R Hanna Elementary School uses TeacherEase for its student management system. Student contact information, attendance, grades, lunch balances, and fee information is stored within this program. We also utilize TeacherEase to send out important messages through email. It is important that parents help us maintain up to date and accurate information in the system. Parents of all students at CR Hanna have the ability to access a parent portal within TeacherEase. Parents can add money to lunch accounts, keep track of student information, view announcements, and much more.

However, the TeacherEase grading program is accessible to parents of students in grades 4-5 only. It is the best way to consistently stay up-to-date on your child's performance in the classroom. Teachers use TeacherEase to report grades as well as to communicate with parents via email. Parents can also use the TeacherEase program to contact teachers.

Please contact the office at 309-526-3386 if you feel changes need to be made to any contact information within our system.

To login: <https://www.teacherease.com/common/login.aspx>

STUDENT ATTENDANCE AND EXPECTATIONS

SCHOOL DAY

The school day at C. R. Hanna Elementary School begins promptly at 8:10 AM each morning. Since the students will NOT be allowed into the building before 8:00 A.M., we ask that they not arrive at the school before 7:55 AM. There is **NO** supervision of students on school property prior to 7:55 AM.

The school day ends at 2:44 PM. Students riding the buses will be dismissed at 2:49 PM to prepare to board the school buses. All "walkers" will be dismissed at 2:55 PM once the buses have cleared the parking lot.

If you are changing the method of transportation for your student in the afternoon, the Office must be notified no later than 2:30 PM. We will not be able to make any changes after 2:30 PM. We want to make sure all requests are completed and students make it to the proper destination.

If you need to send in a handwritten note, please include the date of the change, name of your student, bus number and your request. A helpful hint regarding a handwritten note: please try to use a piece of notebook size paper. We have found post-it notes and note cards sometimes end up at the bottom of the backpack or get lost between pages of books. Please note, if your children normally ride the bus and you request that they walk, they will be dismissed with the walkers at 2:55 PM.

Parents are reminded that if they are picking their children up after school, it is essential that they be outside on the school grounds waiting for the students prior to the 2:55 PM dismissal bell.

As educators, we strive to maximize our instructional learning time with our students. When students are picked up early or arrive late on a continual basis, it creates an interruption to the learning day not just for your child, but the entire class. We are asking parents to refrain from picking up students prior to the end of the school day.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and District policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

SCHOOL CANCELLATIONS/INCLEMENT WEATHER

If school is delayed or canceled, staff and parents of our students will be notified via the district's automated notification system. If you need assistance setting this up, please contact the Office and we will be glad to assist you.

Also, school cancellations, delayed starts, and early dismissals due to inclement weather will be broadcast on the news by radio stations WKBF (1270), WDLN, WLLR, KRVR, KKZX, WXLN, WOC, KILK, WGEN, and KLITE. If such closings are known the night before, these stations will be notified by 6:00

A.M. The District will also notify the following television stations of the closing: WHBF-TV (Channel 4), WQAD (Channel 8), KWQC (Channel 6), and KLJB-TV (Channel 18).

LATE START/EARLY DISMISSAL

In the event of bad weather (i.e. fog, ice, snow, etc.) it may be necessary to start school late. These can be either one or two hour delays depending on the severity of the weather. In all such cases, the District will try to make these decisions early so that parents can plan accordingly. The morning pre-kindergarten class will be canceled whenever the start of school is delayed.

There are also times when it becomes necessary to dismiss school early due to inclement weather. Every family should have an agreement with a neighbor, friend, or relative (on the same bus route for bus students) that provides a place for your child to go should you not be at home when school is dismissed early. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. Explain this plan to your child and discuss it with him/her frequently.

If school is dismissed early for an emergency, all after-school functions are automatically canceled.

ATTENDANCE

In accordance with the Illinois School Code, all elementary aged children are required to attend school. Regular, daily attendance is the responsibility of the parent/guardian and the student. Irregular attendance jeopardizes the student's chances for academic success. Therefore it is in a child's best interest to be in school.

STUDENT ABSENCES

For students who are required to attend school there are two types of absences: excused and unexcused.

Excused Absences include:

- Personal illness, including 5 allowed mental health days
- Death in the family
- Religious holiday
- Family emergency

Unexcused Absences include:

- Oversleeping
- Transportation problems
- Business that could be held outside regularly scheduled school hours
- Planned Absences or Vacations (See Planned Absences/Vacation Section)

In the event of any absence, the student's parent or guardian is required to call the school's office before 8:45 AM to explain the absence. If a call has not been made to the attendance line by 8:45 AM on the day of the student's absence, a call will be made through the school district's automated phone system.

Students who are sick, due to illness that prevents them from attending school for more than 40 minutes of the school day, will NOT be allowed to attend special events, including parties, festivals, family nights, etc. Exceptions will be made for medical appointments and funerals.

When students are out of school for three (3) consecutive days due to a medical condition, a written notice from a doctor is required. Such notice must indicate the number of days that the student needed to be gone from school. If such notice is not submitted to the office upon the student's return to school, the absences will be considered unexcused.

CONSEQUENCES FOR EXCESSIVE EXCUSED/UNEXCUSED ABSENCES

1. Two (2) days of unexcused absences:

- If a student accumulates two (2) unexcused absences within 180 school days, referral will be made to the Regional Office of Education.

2. Five (5) days of unexcused absences:

- If a student receives five (5) unexcused absences within 180 school days, this will warrant a referral to the truancy officer (this is cumulative and reflects the past school year).
- Parent communication/conference if requested
- For students who have more than three (3) consecutive unexcused absences, they will not be allowed to make up missed work.
- Any student who has accumulated five (5) days of unexcused absences must obtain a doctor's note for each and every absence over the five (5) days to be considered excused.

3. Ten (10) days of excused and/or unexcused absences from any class

- 10 Day Absence Policy letter sent home
- Referral to the truancy officer and Regional Office of Education if the student is under 17 years of age.
- Referral to school social worker
- Any student who has accumulated ten (10) days of unexcused and/or excused absences within 180 school days must obtain a doctor's note for each and every absence over the ten (10) days to be considered excused.

Reminder: Nine (9) total unexcused absences means a student is in direct violation of the Compulsory Attendance Laws of Illinois.

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

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

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

MEDICAL APPOINTMENTS

If at all possible, parents should schedule doctor, dental, orthodontist, or other appointments outside of school time. If appointments such as these must be made during school hours, please try to schedule them so that your child misses a minimum amount of time (i.e. early in the morning or late in the afternoon). Students who are absent for less than 40 minutes will be considered present for a full day. Credit for a half day of attendance will be granted if the student is absent more than 40 minutes, but less than 150 minutes. Students who are absent more than 150 minutes will be considered absent for the full day. These guidelines are based on requirements set forth by the Illinois Board of Education. When a student is absent for a medical appointment, they are excused only for the time of the appointment and travel. Students may be required to bring a note from the doctor's office showing the actual time of the appointment.

PLANNED ABSENCE-VACATION

Vacations during school time are discouraged. According to Section 122:26-2a of the Illinois School Code, removing a child from school for the purpose of taking a family vacation is not a "valid cause" for absence. However, the Orion School District realizes that there are times throughout the year when a planned absence is necessary. Students will be allowed to have eight (8) planned absences during the school year, which includes five (5) mental health days. The mental health days are not in addition to but included in these eight days.

Any planned absence beyond eight (8) days will be considered an unexcused absence. Work missed during planned absences within the eight (8) day period will be accepted and given full credit provided the students and his/her parents have met the guidelines established in the Make Up Work section of the handbook. Parents are reminded that time spent out of school cannot be replaced by written work alone. Our teachers spend a great deal of time preparing and teaching lessons based on formal and informal assessments during their teaching day and do make adjustments as needed. The "make up" work does not reflect these adjustments.

MAKE-UP WORK

Excused Absence:

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. A student is allowed one day for each day of excused absence to complete missed assignments. If it is not turned in after the grace period, the student will receive a zero. If a student is absent for part of a school day, previously assigned work is still due that day.

If your child is absent and you would like to pick up his/her assignments, please contact the C. R. Hanna Office by 8:45 AM. Requests for assignments after 8:45 AM may not be honored. These assignments will be available in the school foyer AFTER SCHOOL on the day of the request. The outer doors of the school close at 8:00 PM. Homework can be sent home with other students upon request. In addition, teachers can request that a test be made up on the first day back in school if the student was notified of the test date prior to the absence.

Unexcused Absence:

Students who are unexcused from school will not be allowed to make up missed work. (School Board Policy 7:70, Attendance and Truancy)

Vacations:

There are two ways parents can request homework for vacations:

If a parent would like to request homework prior to a vacation, the request must be made to the classroom teacher at least one week prior to the scheduled vacation. If it is made less than one week prior to the vacation, the teacher will not honor the request. The requested work will be given to the student the day before the scheduled vacation. Once a student is given their assignments for a vacation leave, the assignments will be due on the day they return from the vacation. If these assignments are not turned in, they will be counted as a zero in the gradebook and no additional days will be allowed. All assessments that took place during the vacation period will be given to the student on the day the student returns to school.

If a parent does not request the work ahead of time, the student will be given the missed work on the day he/she returns. The student has three days to complete all work (no matter the length of the vacation). Any work not returned within three days will be counted as a zero.

ILLNESS/INJURY AT SCHOOL

When students become ill or are injured at school, they will be sent to the health office. Basic first aid is administered in schools by school personnel (nurses, principals, etc.) for minor injuries such as scrapes, bruises and minor cuts. The nurse will administer first aid for more serious injuries, such as possible fractures, lacerations and severe bruising. Parents or guardians are called when medical attention is required. When a student is sent to the nurse's office and it is determined they are going to be sent home,

the student will remain in the nurse's office until a parent, guardian or designee arrives to pick them up. Hospitals cannot administer treatment without the consent of parents or guardians unless the situation is life threatening. Thus, it is important that we have the correct phone number where you can be reached during the day. **The parent/guardian is expected to assume responsibility for the sick or injured child.**

EARLY DEPARTURE

If, for some reason, a child must leave school before the end of the regular school day, parents should send a note to the teacher that clearly states what time the child is to be excused and the reason for the absence. Parents, or anyone else, picking up a child **MUST** report to the office and meet the student there. Students will remain in the classroom until the adult arrives. It is important that we know that your child is safely with you or your designee. We will not release any child to leave school with anyone other than a custodial parent at any time during the day unless we have written permission from said parent designating the individual who is to pick up the child. Except in cases of emergency, phone calls will **NOT** be an accepted means of notifying the school of changes in a student's means of transportation to and from school. If you are picking your child up after school instead of having him/her ride the bus, a note to that effect is **required**. Please date all correspondence.

HOME AND 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 home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction. For information on home or hospital instruction, contact the office.

BUS ARRIVAL/DEPARTURES

The arrival and departure of the buses at school each day are very hectic times. For your child's safety, the parking lot is closed to through traffic from 7:45 AM to 8:15 AM and again from 2:30 PM to 3:00 PM. This allows our buses to enter the lot safely. If you are dropping your child off, or picking him/her up, during those times, you are asked to either park across the street, or use the west entrance of the building. Students will be allowed to walk through the building in order to get to their classroom or car.

**Walking between parked buses by adults and students is strictly forbidden.
Please use the crosswalk only.**

For the safety of all students, middle school and high school students will not be allowed in the building before 3:00 PM.

We ask that the students obey the following rules when arriving at or leaving school:

Morning Bus Unloading Procedures:

1. Students will exit the buses and walk to the closest entrance.
2. Once in the building, students will remove their hats and walk to their classrooms -- staying to the right side of the hallway at all times.
3. Students may talk using "inside voices" only.

Afternoon Bus Loading Procedures:

1. At the Bus Dismissal bell, the students will walk from their classrooms--staying to the right side of the hallway at all times.
2. Students will exit the building near their assigned bus.
3. Once outside, the students will walk to their assigned bus and board.

SAFETY PATROLS

Fifth graders serve as safety patrols at C.R. Hanna. Patrol members are chosen based on their integrity, good behavior, and dependability. Patrol members serve the student body by ensuring a safe arrival and departure of students to and from school. Students are to obey the directions of patrol members. An infraction of the safety rules will be reported to the school office and appropriate disciplinary measures will be taken.

WALKER/PARENT PICKUP DEPARTURES

Students walking home after school or going home by private vehicle must wait until all buses are off the ramp before crossing over to the parking area.

We highly recommend that early childhood, pre-kindergarten, and kindergarten students do not walk to or from school unsupervised.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

- 1. The right to inspect and copy the student's education records within 15 school 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. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. 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 permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

3. 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

4. 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

5. 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.

6. 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.¹

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 parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

7. 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.

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

EQUAL OPPORTUNITY AND SEX EQUITY

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

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Superintendent.

TESTING

The Orion School District uses a variety of assessments to measure student progress throughout the school year. Students will be tested using universal screening tools at least three times during the school year. The universal screening tools are nationally normed assessments that compare student progress with students across the nation. Students in grades 3, 4, and 5, are given portions of the Illinois Assessment of Readiness (IAR) each spring.

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

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

HOMEWORK

Studies show that there is a direct correlation between homework assignments and academic success.

Homework assignments serve a variety of purposes:

- reinforcement and practice of newly acquired skills;
- provide students with an opportunity to extend learning beyond the classroom environment;
- students can complete unfinished class work;
- teach valuable life skills (i.e., self-discipline, time management, responsibility, independence, etc.);
- give parents an opportunity to monitor student progress and be more directly involved in their child's education.

In order for homework to be a positive force in a child's education, a number of factors must be considered:

- Homework must be a joint venture on the part of the parents and the school. It is essential that homework is viewed as a positive learning tool designed to reinforce life skills, responsibility and task commitment.
- The student must have a desirable and monitored environment in which to work. This includes a quiet place that is free from distractions, allows for proper supervision, has a comfortable desk/table, chair and all necessary supplies (pencil, paper, crayons, scissors...), and has proper lighting, temperature and ventilation. Parental assistance during homework completion is conducive to students' academic success.
- Time must be scheduled every day for the purpose of doing some school work. If the student has no assignment for that evening, the time could be used for leisure reading, practicing math facts and spelling words, and academic review.

The homework volume and expectations vary from one grade level to the next. Your child's teacher will be discussing his/her policies and practices during Backpack Night

LATE WORK - GRADES 4-5

- Teachers assign a due date for the assignment. Unless told otherwise, when homework is assigned, it is expected to be completed and ready to be turned in at the beginning of class on the due date. If it is not, it is considered late.
- If the assignment is not submitted by the due date, a zero will be entered into Teacherease, and marked missing, until the assignment is complete.
- Students will have two additional school days to submit it for a maximum score of 80%.
- If the assignment is still not submitted after those two days, students will have an additional two school days to submit it for a maximum score of 50%.
- If the assignment is not submitted by the end of that period, a zero will be entered into the gradebook and the missing indicator will be removed.
- Each student will be given one late assignment per quarter in which they will not be penalized.
- Late homework will not be accepted after the unit test is taken.

COMPUTER USAGE

Students are responsible for the chromebook they are assigned to. Any damage resulting in a monetary fine or if there is a need for replacement will be the responsibility of the student. A limited number of chromebooks will be available in individual classrooms. It is the responsibility of the student to make sure their chromebook is charged each day and ready for use.

REPORT CARDS

Report cards for all students will be issued four times during the school year. These will be given to the students one week after the conclusion of each grading period. Please review your child's report card carefully and discuss it with your child. If you have any questions or concerns about its contents, please contact the teacher for clarification. Parents are also reminded to check their child's academic work, which is included in their weekly folder as a means of monitoring his/her progress.

The following grading scale will be used for grades four and five:

- A = 92-100
- B = 84-91
- C = 76-83
- D = 68-75
- F = 0-67

RETENTION AND PROMOTION

Retaining a child can be one of the most difficult decisions in education. The decision to retain a student should be a cooperative venture between parents/guardians, teachers, and administrators. The ultimate determiner should be what is in the best academic interest of the student. This is ascertained only after

parties cooperatively analyze all variables. If no consensus is reached at the retention conference (see #3 below), the final decision rests with the building principal.

In all cases where a child is being considered for retention, it is essential that the lines of communication between the school and the parents/guardians be kept open throughout the school year. Along those lines, if the classroom teacher feels that there is a potential for retention, s/he will follow the procedures outlined below.

1. If, at the end of January, the teacher feels that retention is a possibility, s/he will write a letter to the parents/guardians outlining his/her concerns. Included in this letter will be a clear statement of the problem, recommendations for improvement, and a request for a conference to discuss the matter further.
2. At the end of March, if the child has not shown any significant improvement, the teacher will again notify the parents/guardians of his/her concerns.
3. Should the problems continue, a retention conference will be scheduled no later than the first week in May. Present at this conference will be the parents/guardians, the classroom teacher, and (if necessary) the principal. A final decision on retention will be made at that time.

FEES, FINES AND CHARGES

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

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage;
- Student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
- The student is homeless, as defined by the Mc-Kinney Vento Homeless Assistance Act. *

Within 30 days, the building principal will notify the parents/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 309-526-3386.

FREE AND REDUCED-PRICE FOOD SERVICES; MEAL CHARGE NOTIFICATIONS

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

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

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [or insert lower amount]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

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

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

SPECIAL EDUCATION SERVICES

The Orion School District offers a variety of services for students (including those aged three to five) with special needs. Students experiencing difficulty achieving success in the classroom due to learning disabilities, behavioral disorders, speech deficiencies, or other social/emotional problems can receive assistance through the special education program. These services can range from consultation with the student and/or parent to instruction in special education classrooms. Appropriate placement is determined jointly by the student, parents, and district personnel who are available for student assistance (i.e., special education teacher, speech therapist, social worker, and psychologist). Additional specialized services are available through the Black Hawk Area Special Education District. Anyone interested in accessing these services should contact the school Office for further information.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

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

Discipline of Special Education Students

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

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. The use of prone restraint is prohibited.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act, which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Orion School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

If there are questions, please feel free to contact R.C. Lowe, 504 Coordinator for the School District, at phone number 526-3386.

RESPONSE TO INTERVENTION

In accordance with IDEA 2004, C.R. Hanna provides Response To Intervention (RtI). RtI is a way of organizing instruction and assessment that has two purposes:

1. To identify children needing help in reading and math and prevent the development of serious learning problems; and
2. To identify children who, even when they get extra help, make very limited progress. Research has shown that these children sometimes have learning disabilities.

Currently, CR Hanna incorporates the RTI model at the K-5 level in the area of reading. Our model provides interventions at universal, targeted, and intensive levels, with standard intervention protocols for each level of intervention.

1. Universal level: These are research-based interventions used with all students at a particular age or grade level (core program).
2. Targeted level: These are research-based (supplemental) interventions used with students whose progress places them at some risk for not meeting instructional goals and whose deficiencies are easily grouped with other students with similar deficiencies.
3. Intensive level: These are research-based interventions used with students whose progress places them at high risk for not meeting instructional goals and whose deficiencies are so unique as to require more intense instructional approaches.

Within the RtI model, CR Hanna collects progress monitoring data on a schedule that:

1. Allows comparison of your child's progress to the performance of peers
2. Is appropriate to your child's age and grade placement
3. Is appropriate to the content monitored, and
4. Allows for interpretation of the effectiveness of the Intervention.

Each grade level has a significant amount of time allotted for reading instruction for all students. For students identified as needing supplemental instruction, we offer a range of interventions. Students are grouped according to grade level and need, and available groups range in size from two to six. The district monitors reading progress of all K-5 students three times a year. For students needing supplemental instruction, progress-monitoring data is collected at least twice a month. The students who are receiving intense services will be progressed on a more regular basis.

SCHOOL VISITATION RIGHTS

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

ENGLISH LEARNERS

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and

information about, the District's English Learners programs. For questions related to this program or to express input in the school's English Learners program, contact the office.

STUDENT PRIVACY PROTECTIONS

Surveys by Third Parties

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

Surveys Requesting Personal Information

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

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

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

Instructional Material

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

STUDENT BIOMETRIC INFORMATION

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

STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal and Nurse's office.

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

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

CARE OF STUDENTS WITH DIABETES

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

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

For further information, please contact the Building Principal.

HOMELESS CHILD'S RIGHT TO EDUCATION

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

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

For assistance and support contact the school district's Homeless Liaison:

Nathan DeBaillie
1100 13th Street, Orion, IL 61273
309-526-3361
ndebaillie@orionschools.us

TEACHER QUALIFICATIONS

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

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

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

SAFETY DRILL PROCEDURES

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill (ALICE), and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

MANDATED CHILD ABUSE REPORTING

All school personnel having reasonable cause to believe a child is abused or neglected, are mandated under Public Act 81-1077 to report or cause a report to be made immediately to the Illinois Department of Children and Family Services.

SEX OFFENDER NOTIFICATION LAWS

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 in the following circumstances as they relate to the individual's child(ren):

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.

Anytime that a convicted child sex offender is present on school property -- including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois

State Police (ISP) website. The ISP website contains the following:

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

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

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

SEX DISCRIMINATION

Title IX of the Education Amendment of 1972, commonly called "Title IX", is designed to eliminate discrimination on the basis of sex or handicap in any education program or activity receiving federal financial assistance. This means that any subtle or explicit discrimination by sex or handicap in admission policies or treatment of students, or in the hiring or promotion of staff, is banned. In addition, Orion School District #223 advises students, parents, employees, and the general public that all vocational opportunities will be offered regardless of a student's race, color, national origin, sex or handicap.

Each District must establish grievance procedures which result from negotiations with the Orion Education Association. The District shall use these grievance procedures for sharing discrimination cases.

The complete grievance procedures with specified time limitations are available in each Principal's Office and the Superintendent's Office. The grievance procedures may be read at any of the preceding offices.

SEXUAL HARASSMENT

Sexual Harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, service, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting the student.

Students who believe they are victims of sexual harassment, or have witnessed sexual harassment, are encouraged to discuss the matter with their teacher or building principal.

TARGETED SCHOOL VIOLENCE PREVENTION PROGRAM

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

GENERAL SCHOOL PROCEDURES AND POLICIES

All students, staff, and community members have the right to an environment, which is safe and promotes education and respect. Each individual is expected to conduct him/herself appropriately at all times. Teachers develop classroom rules and consequences, which are posted in the room and discussed with the students.

Students are expected to behave in a manner which reflects favorably upon themselves and their school, show consideration for fellow students, and create a pleasant school environment. Students are expected to take responsibility for behaving properly.

BICYCLES

For their own safety, students riding bicycles to school are encouraged to wear helmets. Bicycles must be parked in the bicycle racks during school hours. Students are to park their bikes in the rack immediately upon their arrival at school and not ride around the school grounds before, during or after school. Also, C.R. Hanna students are asked to not ride or walk their bicycles through Middle School grounds.

TELEPHONE

Students will be permitted to use the phone in the main Office in case of an emergency or by staff member's permission.

PETS ON SCHOOL PROPERTY

In order to ensure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals or classroom teacher in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment. The transportation of any pet on the bus is prohibited.

PARTIES/CELEBRATIONS

Parents are reminded that parties and birthday celebrations can cause a serious distraction to students. With that in mind, parents are asked to remember the following guidelines when planning for an upcoming party/celebration:

1. Birthday "treats" should be scheduled with the classroom teacher and should be simple (individual cookies, cupcakes, candy bars) so that students can share them without creating a disruption to regular activities. Please do not send gum.
2. Having balloons, flowers, etc. delivered to the school is discouraged due to classroom disruption. All deliveries will be given to students in the Office before they leave for the day.
3. "Surprise" parties for teachers are prohibited.
4. Party invitations for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the PTA sponsored school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

PTA sponsored classroom parties will be limited to Halloween, Winter Break and Valentine's Day. Students attending a class party must be in attendance for the entire day of the party. Per Illinois law, students may miss no more than 40 minutes to be considered in attendance all day. Exceptions will be made for medical appointments and funerals. Procedures for these parties will be outlined at the PTA Room Parent Initial Meeting.

GENERAL SCHOOL RULES

1. Students are to walk in a single file line and stay to the right side of the hallway.
2. No gum, tobacco products, knives, weapons, drugs, alcohol, matches, lighters or laser pointers are permitted on school property.
3. Keep hands and objects to yourself.
4. Students are expected to be courteous at all times. Address staff members as Mr., Miss, Mrs., or Ms. Use "please", "thank you", "you're welcome", etc.
5. Do not damage school property. Parents are responsible for the cost of any vandalism committed by their child.
6. No toys, electronic equipment or other such items are allowed at school. Bus riders who bring approved electronic equipment for the bus to school must keep the items in their backpacks while they are at school. If a student removes the items from his or her backpack while at school, he or she will be sent to the principal's office. Parents will be required to come to the school to retrieve the items. If it occurs a second time, the same consequence will occur, with the additional consequence that the student will no longer be able to use the electronic equipment on the bus. The school is not responsible for lost or damaged items.
7. Cell phones and smart watches (i.e. Apple Watches) are permitted with the following conditions:
 - a. Cell phones must stay turned off.
 - b. Cell phones must stay in the student's backpack.
 - c. Smart watches may be worn by the student.
 - d. If the cell phone is taken out of the student's backpack at any time or student receives a call or makes one from their smart watch, it will be taken to the principal's office to be picked up by the parent. The school cannot be held responsible for any lost or damage to cell phones or smart watches.
8. Unless the teacher directs, there is to be no talking while in the hallways. This is true throughout the day.

9. No cheating. Parents of students who are involved in cheating will be notified. Classroom consequences in response to cheating may include the lowering of students' grades. Students involved in cheating may be referred to the office for consideration of additional disciplinary action.
10. No electronic video and recording devices (such as Spy Gear) are allowed.

DRESS CODE

The purpose of the Orion Community Unit School District's Student Dress Code Policy is to clearly define acceptable student attire. The objective of the policy is to promote an atmosphere for academic success while recognizing significant freedom of student choice and expression. While our goal is to maintain consistency throughout the district, it is important to note that the following policy may be supplemented by specific building rules.

1. Students may not wear head coverings of any kind, including hats and hoods, unless worn for religious, medical, or safety purposes and approved in advance by administration. Sunglasses may not be worn during the school day. This restriction may be lifted during Spirit Days with administrative permission.
2. No exposed midriffs will be permitted. Shirts must cover the midriff on all sides.
3. No exposed cleavage will be permitted and "muscle man" shirts are not allowed.
4. All clothing must conceal all parts of undergarments. Shirts that reveal undergarments, whether due to the transparency, length, strap width or lack of coverage of the shirt, are not permitted.
5. Pants, shorts, and skirts must be worn at the waist and completely cover the buttocks area. Pants, shorts, and skirts may not be worn in such a way as to expose undergarments or skin around the midsection.
6. No spandex or other similar clinging material should be worn for shorts or skirts.
7. Footwear must be worn. Safety considerations may dictate the type of footwear worn in specific classes or school settings.
8. Clothing containing holes, cuts, tears and/or rips that expose undergarments, buttocks, or midriff are not permitted.
9. Any article of clothing with a printed message, word, phrase, picture, or graphic may not contain profanity, obscenity, or the promotion of any illegal activity or violence.
10. No clothing may be worn which displays a flag, gesture, logo, or symbol which promotes racial intolerance.
11. Costumes are prohibited unless worn during Spirit Week on a pajama day or have been pre-approved by administration.
12. The length and style of accessories will be limited if they constitute a health or safety hazard or if they are harmful to the building or equipment. In both cases, the student may be required to remove the accessory.

(Since it is not possible to list all infractions of these rules, it will be the responsibility of the OCUSD faculty and administration to determine what is inappropriate attire for the school setting.)

Students who do not follow the Dress Code may be asked to change clothes or remove accessories. If the student does not have appropriate alternative clothing at school, it may be necessary for parents to bring appropriate attire or to accompany students home to change. The school may also provide appropriate clean clothing if necessary and available. Repeated Dress Code infractions may result in additional consequences as noted below in alignment with the district code of student conduct.

Consequences:

First Offense: Student required to change, warning issued, and contact with parents.

Second Offense: Student required to change, assigned to lunch detention and a phone contact with parents.

Subsequent Offenses: Continued violations of the dress code policy will result in further disciplinary action including, but not limited to, suspension from school and/or school and daily checks by a OCUSD employee.

BOOK BAGS and BACKPACKS

In order to limit the weight of your child's book bag, parents are encouraged to check the bags regularly to make sure that they are carrying only those items that are necessary for school. If there is no assignment to be completed, there is no need for the student to bring every book home each night. Wheeled book bags are permitted; however, they must be carried while inside the building.

PLAYGROUND/RECESS

Except in extreme weather (a wind chill temperature of less than 10 degrees), we will have ALL students go outside for recesses. Students will not have outside recess if it is raining or otherwise deemed unsafe. We firmly believe that children need this outdoor activity time. Since it is very difficult for us to provide for adequate supervision of those students who do not go outside, we reserve the right to request a medical excuse for children whose parents request that they stay in for more than three consecutive days. Students who stay in from recess for a medical reason may be sent to the office for supervision. As a general rule, if a student is too ill to go out to recess, he or she is too ill to come to school.

Please dress your child appropriately for the weather, keeping in mind he or she will be sent outside for all recesses. In order for the students to play in the snow, they need FIVE things;

1. Boots
2. Gloves
3. Hat
4. Coat
5. Snow pants

Boots, hats and gloves must be worn during inclement weather. Students without boots will be confined to the paved and cleared portions of the playground. Upon re-entering the building, the students will be asked to remove their boots and put on dry shoes. If you have difficulty providing your child with appropriate clothing, please contact the school. Many times we are able to help provide these items.

Playground Rules

Swings

No jumping out of the swings.

Do not swing sideways or twirl the swing.

One student per swing.

Keep a safe distance from students swinging.

Multi-purpose

1. No pushing or shoving.
2. No jumping from the platforms or bridge.
3. Slide: No climbing up the slide. No sliding down backwards or head first. One student is allowed to slide at a time.
4. No tag on the equipment.
5. Merry-go-round - the maximum number of students will be 8 students sitting inside of the ride.

General

1. No roughhousing, kicking, fighting, etc.
2. No throwing wood chips, dirt, rocks, snowballs, etc.
3. No tackle football, gang pile or fighting-type games.
4. Any rough play could result in loss of privileges to play that game.
5. Children on the playground area are not allowed back into the building without the permission of the supervisor.
6. When the whistle blows, the students are expected to line up immediately and enter the building in a quiet and orderly manner.
7. No sliding or playing on the ice.
8. No playing on snow mounds before, during, or after school.

FIELD TRIPS

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

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

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

CAFETERIA

The hot lunch program at C.R. Hanna is governed by state and federal guidelines that require the serving of a balanced and nutritious meal. It is essential for your child's health and well-being that s/he eat something at lunch time. Students who do not eat on a daily basis will be encouraged to do so. Parents of students who regularly eat little or nothing may receive a phone call notifying them of the situation.

The following rules will be observed by ALL students while in the cafeteria:

1. Upon entering the cafeteria, the students will get their lunch and quickly take their seats.
2. Once seated, conversation is permitted with other students at the same table. However, students will not be allowed to talk with (or yell at) students at other tables.
3. Once a student is seated, s/he will remain in that seat unless permission is granted by one of the cafeteria supervisors.
4. When finished eating, the students are expected to clean up their area (on and under the table). All trash should be placed in the proper container.
5. The throwing of or playing with food is considered a severe disruption. The penalty for throwing or playing with food will be an automatic isolation from his/her classmates and s/he will be required to help clean the cafeteria. If the problem persists, the students will be removed from the cafeteria and required to eat in isolation.
6. Parents are asked NOT to send pop to school for their child's lunch. This includes pop included in prepackaged lunches such as "Lunchables."
7. Except for special class activities, please do not send any food/drink to school in glass or metal containers. Parents are reminded that metal containers of drink/pudding/fruit are difficult for students to open. This creates a significant problem for those staff members supervising the lunch period.
8. School Board Policy No. 7.180 (Closed Campus) reads, "Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to the time of departure for the day." This means that students are required to remain on school grounds during lunch periods.
9. Free and reduced-price school lunches are provided to all public school children whose family incomes are at or below income levels set by the Federal Government. This program is partially funded by the state and federal governments. Check with your school's income eligibility requirements. Applications for both free and reduced-price programs are available to students at their respective school offices.

LUNCH MONEY

Students may deposit money into their lunch accounts daily. A notice will be sent home with students when their accounts have a zero or negative balance. Students whose accounts are in a deficit status will be given two full lunches on "credit." After that they will be given a peanut butter or cheese sandwich, fruit, and milk until such time as additional money has been deposited into their accounts. Notes will be sent home regarding the deficit. Parents may access their child's account through the district student management system (teacherease.com). All questions should be directed to the head cook at 526-3385 x1318.

PREVENTING BULLYING, INTIMIDATION AND HARASSMENT

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

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

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public

humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

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

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

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

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy that affects the operation of the school day. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. The school district will not require students to share passwords for any social networking sites.

TRESPASSING REGULATIONS

Pursuant to Article 21-5 of the Illinois Revised Code:

1. No person shall trespass or loiter in any school building or on the grounds thereof.
2. All persons, except those hereinafter described, shall upon entering any school building of Orion School District #223 report immediately to the office of the Principal.
3. The provisions of number 2 shall not be applicable to (1) students enrolled in any such school, (2) students entering any such building for the purpose of enrollment therein, (3) members of the Faculty and Staff and employees of Orion School District #223, (4) persons who have been authorized by school authorities to enter any such building for professional or business purposes, and who remain in the area of the school building or grounds thereof assigned for such school or on the grounds thereof has terminated, shall immediately leave the premises of such school.
4. No person, including those referred to in number 3, may remain in any such school building or on the grounds thereof, after being requested to leave the school premises by a Principal, a Counselor, a Teacher or a person assigned to the duties of a Custodian of any school, or by an assigned Police Officer, or a member of the administrative staff of Orion School District #223.

5. Any person who fails to comply with the provisions of any of the preceding paragraphs shall be in violation of the rules and regulations of the Orion School District #0223 Board of Education and Articles 21-5 of the Illinois Revised Code.

POLICE QUESTIONING OF STUDENTS

No student will be questioned by police or other law enforcement officials on school property during school hours on matters unrelated to the school without the consent of the parent or guardian. The school principal has the right to summon police or other law enforcement officials to deal with a student regarding serious, school-related misconduct without prior consent.

SEARCH AND SEIZURE

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

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

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

Students

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

Seizure of Property

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

DISCRIMINATION AND HARASSMENT - RACE, COLOR, AND NATIONAL ORIGIN PROHIBITED

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or

stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to:
<https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

STUDENT BEHAVIOR

PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes vapes juuls, etc.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, smart watches, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational

environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

WHEN AND WHERE CONDUCT RULES APPLY

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

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

DISCIPLINARY MEASURES

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable. Administrators shall consider forms of non-exclusionary (in school) discipline before using out-of-school suspensions or expulsions.

School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

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

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

the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

CORPORAL PUNISHMENT

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

WEAPONS PROHIBITION

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

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

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

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

GANG & GANG ACTIVITY PROHIBITED

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

RE-ENGAGEMENT OF RETURNING STUDENTS

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

PARENT INFORMATION

BACKPACK NIGHT

Backpack Night is held the evening before school starts. Parents and students are encouraged to attend this event, which provides them with opportunities to meet the teachers, find and see their classrooms, put away their school supplies, and learn about classroom expectations and curriculum. It is a great way to ease students' concerns about the first day of school.

PARENT-TEACHER CONFERENCES

Parent/Teacher Conferences are held during the month of October. All parents are urged to schedule and attend a conference with their children's teachers. Parents are requested to make Parent/Teacher Conferences a scheduling priority, rather than treating those days as extra family vacation time.

LOST AND FOUND

A lost and found box is available in the school office. Anyone missing personal items may want to check the box. Periodically throughout the school year any unclaimed items will be donated to a local charity.

DISTRICT NEWSLETTER

A District-wide newsletter is published several times a year. This newsletter contains information about upcoming events, summaries of Board of Education meetings, hot lunch menus, and articles about the schools. This information and extracurricular forms are often available on the District website: <http://www.orionschools.us/> If you are not receiving the District newsletter, you may request that your name be added to the mailing list by contacting the Superintendent's Office, 526-3388.

PARENT-TEACHER ASSOCIATION

The PTA meets regularly and sponsors several activities for the benefit of our students during the school year. We urge all of our parents to participate in this organization.

ASBESTOS MANAGEMENT PLAN

An Asbestos Management Plan for C.R. Hanna Elementary School was implemented on July 1, 1989. As required by law, reviews of the plan and building inspections have been conducted every three years since the plan's implementation. Copies of the plan are available for review in the C.R. Hanna Office.

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the superintendent's office. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

COMPLAINT RESOLUTION

The District Board, Administration, and Staff encourage parents to discuss their children's education with District personnel. If you have specific concerns regarding programs or instruction, discuss them directly with your child's teacher. If the matter continues to be a concern, contact the building principal. Finally, you are welcome to contact the District superintendent or his designee for resolution prior to contacting individual members of the Board of Education. Your support is necessary and required to allow your child to fully benefit from the educational program.

KEEPING YOURSELF AND YOUR KIDS SAFE ON SOCIAL NETWORKS

For students:

- Put everything behind password protected walls, where only friends can see.
- Protect your password and make sure you really know who someone is before you allow them onto your friend's list.
- Blur or morph your photos a bit so they won't be abused by cyberbullies or predators.
- Don't post anything your parents, principal or a predator couldn't see.
- What you post online stays online - forever!!!! So ThinkB4Uclick!
- Don't do or say anything online you wouldn't say offline.
- Protect your privacy and your friends' privacy too...get their okay before posting something about them or their pics online.
- Check what your friends are posting/saying about you. Even if you are careful, they may not be and may be putting you at risk.
- That cute 14-year old boy may not be cute, may not be 14 and may not be a boy! You never know!
- And, unless you're prepared to attach your blog to your college/job/internship/scholarship or sports team application....don't post it publicly!

- Stop, Block and Tell! (don't respond to any cyberbullying message, block the person sending it to you and tell a trusted adult).
- R-E-S-P-E-C-T! (use good netiquette and respect the feelings and bandwidth of others).
- Keep personal information private (the more information someone has about you, the more easily they can bully you).
- Google yourself! (conduct frequent searches for your own personal information online and set alerts ... to spot cyberbullying early).
- Take 5! (walk away from the computer for 5 minutes when something upsets you, so you don't do something you will later regret).

And for parents:

- Talk to your kids - ask questions (and then confirm to make sure they are telling you the truth!)
- Ask to see their profile page (for the first time)...tomorrow! (It gives them a chance to remove everything that isn't appropriate or safe...and it becomes a way to teach them what not to post instead of being a gotcha moment! Think of it as the loud announcement before walking downstairs to a teen party you're hosting.)
- Don't panic...there are ways of keeping your kids safe online. It's easier than you think!
- Be involved and work with others in your community. (Think about joining WiredSafety.org and help create a local cyber-neighborhood watch program in your community.)
- Remember what you did that your parents would have killed you had they known, when you were fifteen.
- This too will pass! Most kids really do use social networks just to communicate with their friends. Take a breath, gather your thoughts and get help when you need it. (You can reach out to WiredSafety.org.)
- It's not an invasion of their privacy if strangers can see it. There is a difference between reading their paper diary that is tucked away in their sock drawer...and reading their blog. One is between them and the paper it's written on; the other between them and 700 million people online!
- Don't believe everything you read online - especially if your teen posts it on her blog!

For more information, visit www.WiredSafety.org; www.stopcyberbullying.org.

Reprinted with permission from "Parry Aftab's Guide to Keeping Your Kids Safe Online, MySpace, Facebook and Xanga, Oh! My!" Parry Aftab, Esq., www.aftab.com.

Resources for Students and Parents

Resources for students:

- Federal Trade Commission - Social Networking Sites: Safety Tips for Tweens and Teens
www.ftc.gov/bcp/edu/pubs/consumer/tech/tec14.shtm
- Connect Safely - Social Web Tips for Teens
www.connectsafely.com/Safety-Tips/social-web-tips-for-teens.html (2008).
- Life online (Girls Scouts and Windows) -
lmc.girlscouts.org/Online-Safety-Topics/Social-Networking/Is-It-Safe-/Test-Your-Knowledge-on-Social-Networking-Safety.aspx. Test for knowledge of networking safety.

Resources for parents:

- Safety Web - Social Networking Safety Tips for Parents, Monitoring Social Networking of your Child
www.safetyweb.com/social-networking-safety-tips. Great comprehensive article for parents.
- Connect Safely - Social Web Tips for Parents
www.connectsafely.com/Safety-Tips/social-web-tips-for-parents.html (2008).
- National Cyber Security Alliance - Social Networking
www.staysafeonline.org/in-the-home/social-networking (August 30, 2010).
- National Consumers League - Social networking security and safety tips
www.nclnet.org/technology/9-safe-computing/152-social-networking-security-and-safety-tips.
- DHS U.S. CERT - Socializing Securely: Using Social Networking Services
www.us-cert.gov/reading_room/safe_social_networking.pdf.
- DHS U.S. Computer Emergency Readiness Team - Staying Safe on Social Network Sites
www.us-cert.gov/cas/tips/ST06-003.html (January 26, 2011).
- Internet Safety: Social Networking Sites for Children
www.privatewifi.com/internet-safety-social-networking-sites-for-children/ (March 30, 2011).
- 8 Safe Social Networks for Kids kommein.com/8-safe-social-networks-for-kids/ (Jan. 5, 2011). List of sites that are compliant with Children's Online Privacy Protection Act and have parental controls.

VIDEO AND AUDIO MONITORING SYSTEM

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

USE OF 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.

Ethical Conduct:

AI is not a substitute for schoolwork that requires original thought. Students are expected to use AI technologies ethically, respecting copyright laws, privacy norms, and the intellectual property rights of others. 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. 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. 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.

Monitoring and Compliance:

In order to ensure the academic integrity of tests, assignments, projects, papers, and other schoolwork, the school will monitor the use of AI technologies to ensure compliance with this policy. Student work may be checked by AI content detectors and/or plagiarism recognition software. Monitoring will be conducted in an ethical manner, respecting the privacy and rights of students.

Privacy and Data Protection:

Students must be cautious when interacting with AI tools that require personal information. Sharing sensitive or personal data without proper authorization or oversight is prohibited. Students should understand the risks and implications of data sharing and seek guidance from teachers when necessary.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of Orion High School and the Orion District #223 Board.

Suicide and Depression Awareness and Prevention Program

Orion's Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (the "Program") that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1 through 6 below, corresponds with the list of required policy components in the Illinois School Code Section 5/2-3.166. The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.

2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. For Orion students, implementation shall incorporate:
 - a. training as outlined in 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to facilitate identification of the warning signs of suicidal behavior in adolescents and teens, along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b.
 - c. dissemination of guidelines recommended by the Illinois State Board of Education ("ISBE") and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2 above, along with State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.
4. Methods of responding to a student or staff suicide or suicide attempt.
5. Reporting procedures. Implementation of this requirement shall incorporate State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommended resources regarding youth suicide awareness and prevention programs, including current contact information for such programs in Orion's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

Orion Superintendent or designee shall attempt to develop a relationship between Orion and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into Orion's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy to make any changes deemed necessary to assist in the achievement of this policy's stated goals.

Information to Staff, Parents/Guardians, and Students

Orion's Superintendent or designee shall inform each Orion employee about this policy and ensure its posting on Orion's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each Orion student via publication of this policy in Orion's Student and Parent Handbook.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101, et seq.

Orion, the Board, and Orion staff are protected from liability to the full extent of applicable Illinois law. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the resources available to Orion, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

HEALTH INFORMATION

REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

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.

Unless an exemption applies, failure to comply with the above requirements prior to the **first day of school** of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization prior to the first day of school, the student must present, prior to the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. An appropriate medical professional must sign the schedule and statement of medical reasons.

RECOMMENDED IMMUNIZATIONS SCHEDULE

Pre-Kindergarten

- ◆ Physical Examination
- ◆ Lead Test/Screening

Immunizations

- 4 or more doses DTaP (booster after 4th birthday)
- 3 or more doses Polio (booster after 4th birthday)
- 1 doses MMR (first one must be after first birthday)
- 1 dose Varicella (Chicken Pox)
- 1 or more Hib vaccination
- 1 Pneumococcal Conjugate Vaccine

Kindergarten

- ◆ Dental Examination
- ◆ Eye Examination
- ◆ Physical Examination
- ◆ Lead Test/Screening

Immunizations

- 4 or more doses DTaP (booster after 4th birthday)
- 4 or more doses Polio (booster after 4th birthday)
- 2 doses MMR (first one must be after first birthday)
- 2 doses Varicella (Chicken Pox)

2nd Grade

- ◆ Dental Examination

EYE EXAMINATION

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof prior to the first day of school of the current school year that the student received an eye examination within **one year** prior to entry of kindergarten or the school. A licensed optometrist or ophthalmologist must perform the required eye examination .

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

DENTAL EXAMINATION

All students entering kindergarten, second, sixth, and ninth grades must present proof by the **FIRST** day of school of the current school year of having been examined by a licensed dentist that is dated November 15th or later of the previous school year.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. 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 a **waiver needs to be signed by parent** which can be obtained at the school.
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist. A **waiver needs to be signed by a parent** which can be obtained at the school.

VISION AND HEARING

Vision and hearing are checked on children in Pre-Kindergarten, New Students, CR Hanna and OMS students, students in Drivers Education and in Special Education classes or any teacher/parent referrals. You will be notified by mail if your child fails the vision or hearing test.

ASTHMA POLICY/EPI-PEN

A student is now able to self administer his/her prescribed asthma medication if the following criteria are met:

1. The parents or guardians of the student provide the school with written authorization for the self-administration and provide to the school the prescription label , which must contain the name of the medication, the prescribed dosage, and the time at or circumstance under which the medication is to be administered.

ASTHMA INHALER OR EPI-PEN

The form to have or carry an inhaler or Epi-pen at school is available to be printed off. To print off form, go to Orion Community Unit School District website, under District drop down tab go to Forms, then go to Medical & Health Forms, under forms click on Click here for Asthma Inhalers and EpiPen Form

ILLNESS

A student should be temperature free, under 100.4, without any temperature altering medications, such as Tylenol, Ibuprofen, or Aspirin for 24 hours before returning to school.

COMMUNICABLE DISEASE

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

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

VOMITING

When a child vomits at school, that student will be expected to go home. A child should not have vomited for 24 hours before returning to school.

HEAD LICE

The IDPH no longer supports sending children home for head lice.

STUDENTS WITH FOOD ALLERGIES

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

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

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

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

STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

Self-Administration of Medication

A student may possess an epinephrine auto-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 auto-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 auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

MEDICATION PROCEDURES

1. Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.
2. A program for administration of medications to children in Orion School District #223 will be managed by the School Nurse, under direct supervision from the administrator of each building.
3. Permission for long-term medication shall be renewed annually. Changes in medication shall have written authorization from the licensed prescriber.
4. The parent/guardian will be responsible at the end of the school year to pick up any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication at the end of the school year the nurse will dispose of any leftover medication and document that the medication was discarded.
5. Orion School District #223 retains discretion to reject requests for administration of medication.
6. The School Nurse will use a schedule to stagger administration time when necessary.
7. Parents may come to school to administer medications. In extreme emergencies the School Nurse may take a verbal order from the physician by phone to be followed by a written order within a 24 hour period. The parent will be contacted by phone and/or in writing regarding the medication administration.
8. In the absence of the School Nurse, the administrator or staff will supervise.

STUDENT MEDICAL AUTHORIZATION FORM

This form is available to be printed off. To print off the form, go to Orion Community Unit School District website, under District drop down tab go to Forms, then go to Medical & Health Forms, under forms click on Click here for Student Medical Authorization Form.

AUTHORIZATION TO PROVIDE DIABETES CARE

To print off form, go to Orion Community Unit School District website, under District drop down tab go to Forms, then go to Medical & Health Forms, under forms click on Click here for Authorization To Provide Diabetes Care Form.

BUS INFORMATION

These rules and regulations from the State of Illinois and the Orion School District are for your safety.

1. The driver is in full charge. His or her relationship with pupils should be on the same plane as that expected of a teacher. Pupils should obey the driver cheerfully and promptly. The right of all pupils riding a bus is conditioned on their good behavior and observance of the rules and regulations. Safety demands complete cooperation. Should any pupil persist in violating any of the rules the BUS DRIVER will follow these procedures:
 - A. For each offense, the driver will send a BUS CONDUCT NOTICE home with the student. The student must return the white copy of the notice signed by one of their parents/guardians before they may resume riding the bus. The superintendent, principal, and transportation director shall receive a copy of all notices. Depending on the severity of the offense, disciplinary action may be taken (for example - seat being moved, conference with student and parent, or suspension from the bus). The parent will be notified, by phone if possible, of any suspension and the reason therefore. The parent may request a hearing before the principal and/or superintendent. If such a hearing is not satisfactory, the parent has recourse to a hearing before the Board of Education. A request for a hearing before the Board should be made with the superintendent.
 - B. If a pupil is suspended on the morning run, the student will be transported home before such suspension occurs.
 - C. Suspension from riding the bus is not a suspension from school. The child is required to be in school, even though suspended from riding the bus.
 - D. The principal may, if deems the offense sufficient to warrant it, suspend the student on the

first offense.

2. Pupils must be on time and waiting at the designated bus stops; the bus cannot wait beyond its regular time schedule for those who are late. Bus rules also apply at bus stops.
3. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks, and other items are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
4. Pupils must stand at least ten (10) feet away from the traffic lane where the bus will stop. There must be a single file, orderly line.
5. **LOADING:** When pupils must cross the road to reach the bus, the driver, after looking for approaching traffic, beckons them to cross. They must cross at least ten (10) feet in front of the bus. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail. Take your seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. **UNLOADING:** Wait until the bus comes to a complete stop before standing up and using the handrail when exiting the bus. At all discharge points, where it is necessary for pupils to cross the highway, pupils should cross the highway going at least ten (10) feet in front of the bus to a point where traffic in both directions may be observed. Pupils crossing such highways must receive permission from the driver before crossing. When pupils live to the rear of the bus stop or stop to pick up mail, the pupil shall remain standing on the shoulder of the highway until the bus has traveled a distance of 300 feet. Pupils should then cross when a suitable gap in traffic permits. Do not stand near the side of the bus after departure. **Never run back to the bus, even if you dropped or forgot something.**
7. Pupils must occupy the seats assigned to them and remain in their seats. Seat changing while the bus is in motion is not permitted.
8. Pupils must not, at any time, extend hands, arms, feet or heads out of the bus windows. Windows are lowered only to the black line.
9. The center aisle on the bus must be kept clear at all times. All band instruments and sporting equipment must be kept in the seats with the students unless other arrangements have been made in advance. **No equipment should block exits or the driver's view.**
10. The EMERGENCY door is used only for EMERGENCIES.
11. Classroom conduct is expected; ordinary conversation is permitted with persons sitting near the student. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
12. Pupils must refrain from unnecessary conversation with drivers and the use of profanity or abusive and argumentative language will not be tolerated.
13. No eating or drinking on the bus is permitted (except on extra-curricular trips). Throwing waste paper or other rubbish on the floor or out the window is also not permitted. Discarding refuse materials on highways is contrary to state law and violators are subject to a fine.
14. Pupils must report at once to the driver any damage to the bus. Persons responsible for damage will be subject to disciplinary action and be required to pay for repairs.
15. The following items are not permitted on any school bus:
 - A. Tobacco products of any kind
 - B. Matches or lighters
 - C. Drugs and alcohol
 - D. Weapons or explosive materials

- E. Toys (water guns, laser pointers, etc.)
 - F. Glass objects of any kind (other than eyeglasses)
 - G. Inflated balloons
 - H. Pets or other animals
 - I. Pointed or sharp objects of any kind. Pencils, scissors, pens, etc., must be put away at all times.
- Possession of any of the items on the school bus will result in confiscation of the item and an immediate report to the transportation director.

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16. **The use of cell phones and electronic games by pupils on school buses is allowed, as long as they are not a distraction to the driver. No picture-taking or videoing on the bus is allowed. Phone calls for emergencies only. If a cell phone is used for music, students must use headphones. No flashlights (including from cell phones) during bus rides in darkness (early morning and night time) (this includes extra-curricular runs).**
 17. Students must board the bus at the school they attend. They may not go to another school to catch the bus unless the school office has called the transportation director.
 18. Students who are not regular bus students are not allowed to ride the bus to go to a friend's house, nor are students permitted to ride a different bus other than their assigned bus without the permission of the transportation director. Changing to a different bus route will not be allowed for any type of convenience reason such as: having friends over for any reason, parents having a day off of work, etc. Such allowances will be allowed for only true emergencies, such as a death or illness in a family. If parents would like their child(ren) to get off the bus at a different bus stop on their normal bus route, they must call the transportation director. A student may ride the same bus every day in the morning and a different bus in the afternoon. (The bus needs to be the same route in the morning, and the same route in the afternoon.) Bus drivers do not accept notes from pupils on such matters. What must be remembered first and foremost is that the transportation department puts your child's safety first and included in that is our being responsible for knowing where every student is on a bus route every day. Parents' cooperation in knowing this is of the utmost importance to keep this a top priority.

Bully Prevention Policy

Orion School District #223 finds that a safe, civil, and healthy school environment is necessary for all students to learn and achieve. Bullying causes physical, psychological, and emotional harm to students, which interferes with this safe, civil, and healthy learning environment. Additionally, bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping or dropping out of school, fighting, using drugs and alcohol, sexual harassment, and sexual violence ([105 ILCS 5/22-110](#)).

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited. Bullying is contrary to state law and the policies of the Orion School District. No student shall be subjected to bullying:

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

Nothing in this policy is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously-based views protected under the First Amendment to the United States Constitution or under Section 3 of Article I of the Illinois Constitution.

A. Definitions: ([105 ILCS 5/22-110](#)).

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

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

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

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

Digital Replica- A newly created, electronic representation of the identity of an actual individual created using a computer, algorithm, software, tool, artificial intelligence, or other technology that is fixed in a sound recording or audiovisual work in which that individual did not actually perform or appear and that is so realistic that a reasonable observer would believe it is a performance by the individual being portrayed and no other individual.

Restorative Measures- A continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act.

School Personnel- Persons employed by, on contract with, or who volunteer in a school district, charter school, or non-public, non-sectarian elementary or secondary school, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

B. Bullying Report Process

Students, parents, and school personnel are encouraged to immediately report bullying to any administrator within the Orion School District. Alternatively, reports may be made orally or in writing to the bullying report manager:

Name: Chad Bahnks

Title: Superintendent

Phone Number: 309-526-3388

Email Address: cbahnks@orionschools.us

Address: 1002 11th Ave. Orion, IL 61273

Anonymous reports are accepted by calling the contact listed above and specifically indicating that you would like to remain anonymous. However, formal disciplinary action cannot be taken solely on the basis of an anonymous report.

C. Response to Bullying Reports

Upon receipt of a report of bullying, the Orion School District will investigate whether such

reported act of bullying is within the permissible scope of its jurisdiction.

Consistent with federal and state laws and rules governing student privacy rights, the parents or guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.

Further, the administrator or report manager will promptly investigate and address the report of bullying by doing the following:

1. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received, taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying
2. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process
3. Notifying the principal, school administrator, or his/her designee of the report of the incident of bullying as soon as possible after the report is received (if the principal or administrator is not the person who received the report)
4. Consistent with federal and state laws and rules governing student privacy rights, providing the parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal, school administrator, or his/her designee to discuss the investigation, its findings, and the actions taken to address the reported incident of bullying

The principal, administrator, or his/her designee may implement interventions to address reports of bullying. This includes, but is not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Additionally, the Orion School District shall provide the victim with information regarding services that are available within the district and community, such as counseling, support services, and other programs.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. Such reprisal or retaliation will be treated as bullying for the purpose of determining appropriate consequences. No person will be subject to consequences for making a good-faith report of bullying. However, making a false accusation of bullying as a means of retaliation or as a means of bullying is prohibited and will be treated as bullying for the purpose of determining appropriate consequences.

D. Policy Evaluation

This policy is based on the engagement of a range of school stakeholders, including students and parents or guardians. Furthermore, the policy is consistent with the other policies of the Orion School District.

This policy will be posted on Orion School District's existing, publicly accessible website. Additionally, it will be included in the student handbook and, where applicable, posted where other policies, rules, and standards of conduct are currently posted in the school. The policy will be provided periodically throughout the school year to students and faculty and will be distributed annually to parents, guardians, students, and school personnel, including new employees when hired.

Orion School District shall conduct a review and re-evaluation of this policy every two years to assess the outcomes and effectiveness of this policy and shall make any necessary and appropriate revisions. As part of this process, the Orion School District shall review various factors including, but not limited to:

1. The frequency of victimization
2. Student, staff, and family observations of safety at school
3. Identification of areas of a school where bullying occurs
4. The types of bullying utilized
5. Bystander intervention or participation

Orion School District may use relevant data and information it already collects for other purposes in the policy evaluation. The information developed as a result of the policy evaluation must be made available on the website of the Orion School District. If a website is not available, the information must be provided to school administrators, school board members, school personnel, parents, guardians, and students.

No later than September 30 of the subject year, the policy must be filed with the Illinois State Board of Education after being updated.

Date of Adoption: 08/19/2026

Date of Most Recent Review/Re-evaluation: 08/06/2026

E. References

[105 ILCS 5/22-110 – Bullying Prevention](#)

[23 Illinois Administrative Code § 1.295](#)