# Oregon Elementary School Handbook

## Grades PK-6




## 2026-2027

OREGON
CUSD220

Welcome to Oregon Elementary School! This Handbook contains very important information for both families and students, and it would be best to read it over together. It is provided to students and their families to acquaint them with information regarding rules, regulations, procedures, and other relevant information necessary for a safe and effective educational setting and the orderly functioning of the school.

Students who enjoy school and are successful in that environment are those individuals who put effort into their learning. Families are able to support the policies and expectations of the school and help their children by discussing with them each day what they have done at school and what assignments they have and by providing an environment that helps the children study and perform to the best of their ability.

Learning can be enjoyable for students. We ask that they work hard to do their very best and stay focused on what they are learning. They need to understand the importance of education to life-long learning. The development of a good work ethic and positive attitude, as well as learning important ideas and information necessary to become a productive member of our society, reflect the goals of teachers and families alike.

Good luck! Have a great year!

## Oregon CUSD 220 Mission Statement

***"The mission of Oregon Community Unit School District #220 is to educate students to be lifelong learners who are productive, responsible citizens."***



**HANDBOOK DISCLAIMER**:
Not all disciplinary problems and situations can be identified through general guidelines. The administrators reserve the right to act appropriately at their discretion in any situation or problem that is not specifically stated, calls for additional disciplinary measures, or to override or suspend the guidelines due to an unusual or unique set of circumstances.
The Board's comprehensive policy manual is available for public inspection through the District's website www.ocusd.net or at the Board office, located at:
206 S. 10th St., Oregon, IL 61061

The School Board governs the school district and is elected by the community. Current School Board members are:

Bryan Wills, President
Mike Guzman Vice-President
Mindy Nesemeier, Secretary
Mary Jo Griffin, Member
Gary Schrimpsher, Member
Faith McNamee, Member
Jessie Graf, Member

The School Board has hired the following administrative staff to operate the school:

Dr. PJ Caposey, Superintendent

Mr. Ryan Huels, Principal
Mrs. Randi Webb, Assistant Principal
Mr. Dominic Cozzi, Assistant Principal

## Table of Contents


Academic Integrity…….. 33
Accelerated Learning…….. 33
Access to Student Social Network/Passwords & Websites…. 4
Animals on School Property…… 34
Assessment…….. 39
Attendance……... 36
School Day…….. 32
Reporting Procedures…….. 33
Types of Absences……... 33
Home/Hospital Instruction…….. 34
Homework Requests…… 34
Awareness of Child Sexual Abuse 12
Bicycles……... 40
Breakfast/Lunch Procedures…… 40
Cellular Phones…… 33
Chromebook Protection Plan……. 8
Computer Network/Internet Use……. 4
Curriculum…….. 41
Educational and Personal Rights……. 11
Emergency Contacts…… 11
Emergency Closing Due to Inclement Weather…….. 11
English Learners…….. 42
Field Trips……... 42
Free and Reduced Lunch Program…….. 11
Equal Opportunity/Gender Equity Policy…….. 12
Harassment/Bullying…….. 15
Bullying, definition of…… 18
Bullying, Prevention of……..
Health Information…….. 20
State Health Requirements…….. 18
Immunization Requirements for School-AgedChildren…. 19
First Aid……... 19
Guidelines for Excuse from Physical Education……. 19
Health Record Information…….. 20
Immunization waiver……... 20
Lice…….. 20
Reportable Communicable Diseases……... 20
Medications at School……. 21
Medication Consent/ Nursing Intervention……. 21
Homeless Child's Right to Education……. 24
Homeroom Assignment……... 42
Library Books……... 31
Lockers 42
Non-School-Sponsored Publications……... 43
Family Liability……... 22
Parking and Student Arrivals/Departures…… 43
Pest Management……. 24
Physical Education…….. 44
Physical Restraint/Corporal Punishment……. 24
Playground/Recess……... 44
Prevention of Anaphylaxis…… 15
Prohibited Items……... 45
Public Display of Affection……. 48
Request for Special Education Evaluation…….. 25
Residency Requirements…….. 25
Return to Learn…… 26
Response to Intervention (RtI)…… 26
Restricted Items……... 48
Safety Drill Procedures…… 27
School Resource Officer/Law Enforcement…… 53-55
Search Procedure……. 27
Service Animals……... 30
Social Media 56
Special Education Intervention…… 28
Suicide and Depression Awareness and Prevention…… 27
Student Attire and Dress Code…… 48
Student Counseling Services……... 56
Student Discipline…… 49
Suspension…….. 50
Discipline of Students: Special Education Services…… 51
Student Rights in Disciplinary Procedures…….. 51
Student Deliveries/Treats……. 56
Student Records……... 28
Student Supplies…….. 57
Telephone Calls……... 57
Tip Line…… 32
Transportation…….. 57
Unauthorized Entry…….. 59
Use of Artificial Intelligence …… 10
Visitors and Volunteers……... 59-60

# Oregon Community Unit School District #220

## Access to Student Social Networking Passwords & Websites

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

## Computer Network and Internet Use Policy

Oregon Community Unit School District is providing students access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. Below are the rules and procedures for students' acceptable use of the Oregon Community Unit School District electronic network.

- The Oregon Community Unit School District electronic network has been established for limited educational purposes. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The Oregon Community Unit School District electronic network has not been established as a public access service or public forum. Oregon Community Unit School District has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege, not a right.
- It is presumed that students will honor this agreement they and their parent/guardian have signed. The district is not responsible for the actions of students who violate them beyond the clarification of standards outlined in this policy.
- The district reserves the right to monitor all activity on this electronic network without prior notice. Such monitoring shall include but not be limited to: web browsing content, interpersonal messaging, and documents authored or produced by students. Such monitoring shall include tracking of inappropriate content as well as threat assessment. Students will indemnify the district for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with daily school activities as well as the law in the use of the Oregon Community Unit School District electronic network.

## General Unacceptable Behavior

While utilising any portion of the Oregon Community Unit School District electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instruction on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc…
- Students will not use speech that is inappropriate in an education setting or violates district rules.
- Students will not abuse network resources such as sending chain letters or "spamming."
- Students will not display, access, or send offensive messages or pictures.
- Students will not use the Oregon Community Unit School District electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the Oregon Community Unit School District electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional district systems, such as student information systems or business systems.
- Students will not use the district wired or wireless network with equipment brought from home. Example: The use of a home computer on the network of accessing the internet from any device including smartphones and iPods not owned by the district without prior consent from the district technology department.
- Students will not use district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Students will not use the district network to play games of a non educational value under any circumstances unless previously approved by the teacher through the technology department.
- Students will not browse or access any violent, hate, discriminatory, or obscene material on the district network. If a student inadvertently accesses such information, he/she should immediately turn off the monitor and notify their teacher. A special exception may be made for hate literature if the purpose of such access is to conduct research **AND** both the teacher and the parent/guardian approve access.
- Students may not use any chat rooms or instant messaging software without prior consent from the teacher.

## E-mail

- Students will not establish or access Web-based email accounts on commercial services through the district network unless such accounts have been approved for use by the individual school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

## Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.
- High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

## System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the technology department if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Oregon Community Unit School district electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purpose of "browsing."
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or websites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

## Software and Files

- Software is available to students to be used as an educational resource. **No** students may install, upload or download software without permission from the district technology department.

- A student's account may be limited or terminated if the student intentionally misuses software on any district-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Oregon Community Unit School District electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers are private.

## Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.

## Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

## Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the student's.
- District policies on copyright will govern the use of material accessed and used through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

## Videoconference

- Videoconferencing is a way that students can communicate with other students, speakers, museums, etc… from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, etc… in real time.
- Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or district.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all video conference sessions.

## Student Rights

- Students' right to free speech applies to communication on the Internet. The Oregon Community Unit School District electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.

- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or law. The investigation will be reasonable and related to the suspected violation.

## Due Process

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of their network account.

## Limitation of Liability

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

## Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of district network only under direct supervision;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of computer privileges;
- Suspension from school;
- Expulsion from school; and/or
- Legal action and prosecution by the authorities.

The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

# Chromebook Protection Plan

The Oregon School District offers families an optional protection plan for the district-owned Chromebooks issued to students. This program protects the Chromebook against loss, theft or destruction as a result of accidental damage (drops/spills, fire, flood and natural disasters). This policy will provide replacement cost coverage and protect the Chromebook on and off school grounds for one school year.

## Program Premium/Coverage

- Nonrefundable Premium: $25 annually
- Deductible: $25
- Maximum Coverage Per Year: The cost of one Chromebook (approximately $399)
- Make checks payable to Oregon Community Unit School District #220

## Fees Without Protection Plan

- Lost/Stolen or Unrepairable Cost: The cost of one Chromebook (approximately $399)
- Repair Cost: The cost of repairs up to the cost of replacement

## Effective Coverage/Expiration Date

- Effective Date: The first day of school or subsequent date when the Chromebook is issued after the first day of school.
- Expiration Date: the last day of school before summer vacation or the date a student leaves OCUSD.
- The protection plan must be paid prior to student receiving his/her Chromebook.

## Communication of Fines to Guardians

- Communication of assessed fines will happen via email after damage has been assessed and repairs or replacement have been completed. Fines will be available in PowerSchool at this time.

## Coverage

- Accidental Destruction: Pays for accidental damage caused by liquid spills, drops or any other unintentional event that destroys the Chromebook.
- Theft: Pays for loss due to theft. The claim requires a police report to be filed.
- Fire: Pays for damage of the Chromebook due to fire. The claim must be accompanied by an official fire report from the investigating authority.
- Electrical Surge: Pays for damage to the device due to an electrical surge.
- Natural Disaster: Pays for loss or damage caused by natural disasters.

## Exclusions

- This policy does not cover dishonest, fraudulent, intentional, criminal or negligent (not locked/stored in an unsecured manner or location) use.
- This policy does not cover consumables (the charging cable).
- All student devices will have been given to them with a protective plastic case. If the device does not have the plastic case on at the time of damage, OCUSD reserves the right to assess fines as if the protection plan was not purchased.
- Damage that does not affect the functionality of the Chromebook is not covered. This includes, but is not limited to, scratches, dents and broken ports/parts and port covers.

- "Jailbreaking" or otherwise voiding the manufacturer's warranty by altering the software also voids this protection.
- District 220 is not liable for any loss, damage (including accidental, consequential or punitive damages) or expense caused directly or indirectly by the equipment.

### School District 220 Chromebook Protection Plan Terms and Conditions

In these Terms and Conditions, "we," "us" and "our" means Oregon Community Unit School District (OCUSD). "You" and "your" means the parent/guardian and the student enrolled in OCUSD. The "property" is the Chromebook owned by OCUSD. Upon signing, you are eligible to receive the property at no cost with the following terms and conditions:

**Terms:** You will comply at all times with the OCUSD Acceptable Use of the Chromebook Guidelines and the OCUSD Acceptable Use of the Internet Policy.

**Title:** Legal title to the property is held by OCUSD at all times. Your right of possession and use is limited to and conditioned upon your full and complete compliance with these terms, your compliance of these terms may require parental and self monitoring while using outside of OCUSD facilities.

**Loss/Damage:** If you do not enroll in and pay for the protection policy and the property is damaged, lost, or stolen, you are responsible for the reasonable cost of repair or the cost of a new replacement device on the date of loss. Loss or theft of the property must be reported to school administration by the next school day following the occurrence. OCUSD is not responsible for assisting with the recovery of any lost or stolen devices. You may be required to file a police report.

**Appropriation:** Your failure to return the property in a timely manner and the continued use of it for non-school purposes without consent of OCUSD may be considered unlawful appropriation of the school's property.

**Indemnification:** The student and parent/guardian release, hold harmless, defend, and indemnify OCUSD from any claims, liability, or monetary damages (including attorney fees) brought by a third person, the student or the parent/guardians against OCUSD and related to the student's use of the device or the student's or parents'/guardians' breach of these terms.

If a student is unenrolled from OCUSD for any reason, the protection plan becomes null and void on that date. There are no refunds once this document becomes active on the first day of school or on the subsequent date when the Chromebook is issued after the first day of the school year.

## 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.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content

as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

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 district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors, and/or plagiarism recognition software.

## Educational and Personal Rights

It shall be a violation to harass, defame, intimidate, threaten, use profanity toward, assault, or engage in an act of violence directed against an individual or identifiable group of individuals. Any student who violates this policy shall be disciplined, including possible suspension or expulsion, and notification of law enforcement officials.

## Emergency Contacts

It is imperative the school have emergency phone numbers in addition to the families' home and work numbers. The emergency contact should be able to pick up your child if necessary. Phone numbers that have been changed need to be reported to the school office immediately.

## Emergency School Closing Due to Inclement Weather

Severe weather sometimes makes it necessary to close school. Families that have registered with the District's AlertNow notification system will receive a phone call and/or e-mail stating that school has been canceled. In addition, the following radio and TV stations along with the district website can be referred to:

www.ocusd.net

| | | |
|---|---|---|
| WRHL (Rochelle) | 1060 AM and 102.3 FM | WREX TV Ch. 13 |
| WSDR (Sterling) | 1240 AM | WTVO TV Ch. 17 |
| WSEY (Oregon) | 95.7 FM | WIFR TV Ch. 23 |
| WIXN (Dixon) | 1460 AM and 101.7 FM | |

Please do not call school officials to see if there will be school since their phones must be open for emergency calls. If bad weather happens during the day, the safety and welfare of the students will be the first consideration. Students should know what to do and where to go if they are sent home before regular dismissal time. Please set up an emergency plan for such instances.

## Free and Reduced Lunch Program

Applications for the Free and Reduced Meal Program are available via LinqConnect starting mid July. You will be notified by email whether or not you qualify. It is important to apply before the school year starts so your child can, if approved, begin receiving free or reduced meals from the beginning of the year. You must have an

application on file before September 1st or fees will not be waived, even if you qualify for free meals. **Until your application has been approved, any meals purchased are the responsibility of the family.**

Please note, a la carte or single milk purchases **do not** qualify for the Free and Reduced Meal Program. Only a complete hot lunch is covered. All other purchases require the student to have money on their lunch account.

***A new application must be submitted each school year****; the program does not carry over from one year to the next.*

## Equal Opportunity/Gender Equity Policy

The Oregon Community Unit School District will not discriminate on the basis of religion, race, color, national origin, sex, handicap, or sexual orientation. OCUSD # 220 follows the requirements of Section 504 of the Rehabilitation Act of 1973 which states that, *"No otherwise qualified individual with handicaps…shall, solely by reason of his handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance…"Equal Educational Opportunities and Sex Equity*[1]

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Ryan Huels.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

## Awareness and Prevention of Child Sexual Abuse,

## Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

**Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.Physical signs:

- Sexually transmitted infections (STIs) or other genital infections

- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

**Warning Signs of Grooming Behaviors**

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or

electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

**Warning Signs of Boundary Violations**

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student

- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:
National Sexual Assault Hotline at 800.656.HOPE (4673)
National Sexual Abuse Chatline at online.rainn.org
Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

## Prevention of Anaphylaxis

*While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.*

## Harassment/Bullying

**Bullying:** Bullying is unwanted, aggressive behavior among school-aged children that involves a real or

perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.
In order to be considered bullying, the behavior must be aggressive and include:

- An imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

**Harassment:** Harassment is unwelcome conduct or communication that either substantially interferes with a student's school performance or that creates an intimidating, hostile, or offensive environment at school. This includes the use of ethnic or racial slurs.

When harassment or bullying is reported, a confidential internal report will be made by either counselors or administrators to both outline and document the problem. Possible actions when an incident is reported include:

1. student mediation with counselor or administrator present
2. counseling session(s) with student(s)
3. Discipline referral, which may result in a warning, detention, in-school suspension, school service, suspension, and/or referral to the Board of Education for expulsion depending on the severity of the act.

**Harassment Prohibited**

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**Sexual Harassment Prohibited (Title IX)**

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or

3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

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

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

**Teen Dating Violence Prohibited**

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

**Making a Report or Complaint**

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

**Investigation Process**

All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

**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/guardian,

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.

**Cyber-Bullying - Public Act 98-801 (effective 1-1-15)**

Public Act 98-801 provides that no student shall be bullied through electronic means accessed outside of school and may permit student discipline when both of the following occur:

1. The incident is brought to the attention of school officials.
2. The bullying behavior creates a substantial disruption to the school's educational process.

OES follows a set of procedures each time an incident of bullying or harassment is reported. Procedures list progression towards consequences, connection to support services through counseling, and incident documentation.

Any reports of bullying/harassment related to ethnicity, immigration status, race, religion, gender identity, gender expression, or sexual orientation will be investigated using the bullying/harassment protocols outlined in the handbook.

## 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 status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status of being homeless, actual or potential marital or parental 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 characteristics 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 nonschool-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: (1) 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: (2) 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: and (3) 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.

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

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

it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**Nondiscrimination & Title IX Coordinator**
Ryan Huels
1100 W. Jefferson Oregon, IL 61061
815-732-5300
rhuels@ocusd.net

**Complaint Managers:**

Randi Webb
1100 W. Jefferson Oregon, IL 61061

Dominic Cozzi
1100 W. Jefferson Oregon, IL 61061

815-732-5300
rwebb@ocusd.net

815-732-5300
dcozzi@ocusd.net

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 or 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.

**The overriding goal in addressing harassment or bullying is to both stop the behavior and teach offending students how their actions can and do negatively affect others.**

# Health Information

## State of Illinois Health Requirements

Every student who will enter Pre-School, Kindergarten, 2nd Grade, 6th Grade, and 9th Grade must meet the following requirements according to Illinois laws:

Preschool

- New Physical Exam (done no more than 1 year before start of school)
- DPT or TD – at least 3 doses
- Polio- at least 3 doses
- HIB- at least 1 dose
- MMR- at least 1 dose
- Varicella- (Chicken pox) - one dose or proof of having the disease
- Hepatitis B- at least 3 doses
- Pneumococcal vaccine (PCV) – Primary series or 1 dose
- Lead Screening – date & results done any time before Preschool

Kindergarten

- New Physical Exam - (done no more than 1 year before start of school)
- New Dental Exam
- New Eye Exam
- DPT or TD booster - after age 4
- Polio Booster - after age 4

- MMR – 2 doses after age 1
- Varicella - (Chicken Pox) 2 doses or proof of having the disease
- Lead screening – Date & Results done any time before preschool

2nd Grade
- New Dental exam

6th Grade
- New Physical Exam (done no more than 1 year before school starts)
- New Dental Exam
- Tdap – 1 dose
- Hep B- 3 doses
- Varicella- 2 doses
- Meningococcal- 1 dose

9th Grade
- New Physical exam – Sports physical not acceptable
- New Dental Exam
- Tdap – 1 dose, regardless of last TD or DT
- Varicella- 2 doses

12th Grade
- Meningococcal- 2 doses (second dose given on or after 16th birthday, if 1st dose was given on or after 16th birthday only 1 dose needed)

**Immunization Requirements for other School-Aged Children****

- DPT or TD- 4 or more doses with the last dose qualifying as a booster and received on or after the 4th birthday.
- Tdap – Children entering sixth thru 12th grade must show proof of 1 dose regardless of last TD or DT.
- OPV/IPV-3 or more doses with the last dose qualifying as a booster and received on or after the 4th birthday.
- MMR-Children entering school at any grade level, K-12 must show proof of having received 2 doses
- HEP. B- A series of 3 injections is required for all students 6th grade and older. The first two doses should be no less than 4 weeks apart, and the third dose must be at least four months after the first dose.
- Varicella-1 dose on or after the first birthday for children entering 1st,2nd,3rd,4th,5th,7th,8th,10th,11th,&12th,or a statement from the physician or health care provider verifying that the child had the disease.

**Immunizations are available through Ogle County Health Dept. for a minimum fee by calling 732-7330 ext.301 for an appointment; OCHD also accepts Public aid & Kid Care. Title 77 PUBLIC HEALTH

**Note:** A regular state physical exam form can be used for a sports physical, but a sports physical is NOT accepted for the state requirement. If a student does not have the required health exam and immunizations by the first day of school, the school must exclude the student from school until such time the student "presents proof of having had the health examination as required and presents proof of having received those required immunizations which are medically possible to receive immediately. During a student's exclusion from school, the student is unexcused and truancy laws are applicable.

**Immunization Waivers**

The Illinois State Board of Education (ISBE) has developed guidelines for medical or religious immunization exemptions. The guidelines can be found at http://www.isbe.state.il.us/school_health.htm#immu.

**First Aid**

All first aid is administered in the school nurse's office, except for minor scrapes that can be handled in the classroom or on the playground. If your child sustains a significant injury or head bump, you will be notified in writing or by telephone. If an injury or illness is significant enough for your child to be taken home, you will be advised about medical follow-up if it is deemed necessary. *It is imperative for families to keep the office updated*

*with current home, work, and TWO emergency phone numbers* so that someone can be contacted if the need arises. Emergency persons should be capable of picking up your child if necessary.

**Guidelines for Excuse from Physical Education**

A doctor's note is required to excuse a child from P.E. for more than one day. One-day excuses may be issued for medical reasons based on notes from families or the school nurse. (A need to be excused for a second day may be approved by the school if deemed appropriate.)

**Health Record Information**

Families are asked to fill out a new Health Record Information sheet each year. This form provides important information about your child's health, allergies, special needs, etc. which helps us care for your child's health needs at school. Because children's health changes from year to year we need to have you fill out a new one at registration each year to keep us up-to-date. If significant changes occur during the school year, please keep your school nurse informed.

**Illness**

You are the best judge of your child's health. However, we would like to emphasize that unnecessary absenteeism will only make your child fall behind in his/her classroom studies. Some children complain of not feeling well in the morning, but feel better after getting awake and getting fresh air and activity.

Please use the following guidelines to determine the need to keep your child home:

- Temperature 100 degrees or over. (Your child needs to be fever free for 24 hrs. before returning to school)
- Diarrhea/vomiting within the past 24 hrs.
- Undiagnosed rash
- Any contagious condition

Do not hesitate to call the school nurse if you have any questions.

**Note:** A doctor's note is required for a child to be held out of Physical Education for more than one day.

School guidelines for sending a child home from school early:

- A child will be sent home from school with illness after seeing the nurse or health aide.
- A child is automatically sent home if a fever is present
- If a child has vomited
- Other severe cases

All available phone numbers provided to the school may be used in an attempt to contact guardians.

**Lice**

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

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation. All absences beyond one day due to lice or nits will be subject to the unexcused absence policies.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school and accompanies him/her to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.
5. It will be kept as confidential as possible, but other children that associate closely with those affected may be checked.
6. The 2nd day of school absent from a single case of lice will be an excused absence.

**Reportable Communicable Diseases**

Chickenpox, strep throat, scarlet fever, measles, impetigo, pinkeye, lice, and scabies must be reported to the office or school nurse. Your child should not be in school with any of these conditions until they are properly treated and non-contagious. Ringworm should not keep a student out of school, but must be covered if in an area that may come in contact with other children's skin.

**Medications at School**

1. Prescription Medicines – School Policy states that medications may be given to students only upon a *written prescription from a physician and the written request of a guardian.* The green "Consent for Administration of Prescription Medication" form must be filled out and signed by the doctor and the guardian.

- Guidelines for sending medication to school:

-The *prescription- labeled* or original medication container must be sent.

-On the medication container must be written the student's name, doctor's name, date, name of medication, dosage, and the time to be given.

-*Prescription medications will be given at school only if truly necessary. Medicines to be given 3 times a day DO NOT need to be given at school.*

- All medications will be kept in the nurse's office unless we receive a doctor's order for your child to carry it. (Example: inhaler for asthma.)

2. Non-prescription medicines – School policy states that non-prescription medications will be given at school only if it is necessary for your child to perform better in school, e.g. cough medicine for "cold" symptoms without a fever. The blue "Consent for Administration of As-Needed Medications" form must be filled out and signed by the guardian.

- Guidelines for sending medication to school:

-Medicine must be sent in its original container. On the medication container must be written the student's name, date, and dosage to be given.

- All medications will be kept in the nurse's office unless we receive a doctor's order for your child to carry it.

**Medical Marijuana**

Designated Caregiver Administration of Medical Cannabis The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if: 1 A school district may, but is not required, to adopt a policy on the maintenance of undesignated epinephrine injectors, undesignated asthma medication and undesignated opioid antagonists. Please consult district policy regarding these matters. 1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH; 2. Copies of the registry identification cards are provided to the District; and 3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis. Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited. After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

**Medication Consent/Nursing Intervention**

Every family must fill out an online consent for Administration of As-Needed Medications form for each student. This form becomes a permanent part of a student's health record, just as the physical exam, dental exam, and the immunization record.

**Self-Administration of Medication**

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

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

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

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

**Administration of Medical Cannabis**

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

## 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 family of the homeless child has the option of either: 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 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.

## Family Liability for Student Action

The families whose children participate in actions which damage school property or disrupt the educational process, causing lost work hours, including false fire alarms, bomb threats, and other actions intended to disrupt the educational process shall be charged for the costs associated with such actions. The Board shall present the families with a bill itemizing the costs as soon as practicable after the event.

# Pest Management

Information on the district's pest management system is available upon request at the district office.

# Corporal Punishment/Physical Restraint

**Corporal Punishment**

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes 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 permitted by State law.

Corporal punishment is not used in Oregon CUSD 220. However, school personnel may use reasonable force for self-defense, to protect other persons, and to protect property.

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

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

# PUNS (Prioritization of Urgency of Need for Services)

Database information for students and parents/guardians:

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on the PUNS database to select individuals for services as funding becomes available, to develop proposals and materials for budgetings, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this state. A child who is not on the PUNS database will not be in the queue for state developmental disabilities services.

For more information and to sign up for PUNS, see the IDHS PUNS information page.

You may also contact the following District employee for assistance: Dominic Cozzi, OES Assistant Principal

# Request for Special Education Evaluation

As part of the district's responsibility for Special Education Child Find, the district requires all requests for

special education evaluations be put in writing and addressed to the building principal where your child resides.

## Residency Requirements

State regulations require families to prove they are residents of the school district annually before their children may attend school. Families must provide two proofs of residency at each school their children attend. Examples of proof are driver's license and copies of either a current utility bill, auto insurance card, or property tax bill.

## Return to Learn Protocol

**The RTL Team, student, and parent(s) will determine a plan specific to each individual returning to school from a concussion.**

RTL Team: School Nurse, school counselor, classroom teacher, athletic trainer (for RTP protocol)

| | |
|---|---|
| **STAGE 1** | No School Attendance.<br>Emphasize total cognitive and physical rest. |
| **STAGE 2** | Return to school with a reduced schedule with academic accommodations.<br><br>Accommodations/Modifications:<br>• Reduced schedule (half or reduced day)<br>• No tests or quizzes<br>• Reduced or no homework<br>• Extended time on assignments and deadlines<br>• Provide copies of lecture notes and historical guidance/examples as needed (situations of memory loss)<br>• Limited technology<br>• Visual accommodations for light sensitivity<br>• No physical education<br>• Preferential seating<br>• Allow for rest breaks |
| **STAGE 3** | Return to school with academic accommodations.<br><br>Accommodations/Modifications:<br>• Reduced schedule if needed<br>• Modified or reduced tests, quizzes, and homework<br>• Extended time on assignments and deadlines<br>• Provide copies of lecture notes<br>• Limited technology<br>• Visual accommodations for light sensitivity<br>• Limited physical education per doctor recommendation<br>• Preferential seating<br>• Allow for rest breaks |
| **STAGE 4** | Return to full day of school when symptom free*.<br><br>Accommodations/Modifications:<br>• Resume current academic load<br>• Begin Return to Play program |

Students must meet each state's requirements before moving to the next stage, but may start at any stage as recommended by the doctor.
A 504 Plan will be considered for long-term or severe cases as recommended by the doctor.
*Symptom free: no headaches, no dizziness, no sensitivity to light/noise

## Response to Intervention/Multi-Tiered System of Supports (RtI/MTSS)

Response to Intervention (RtI) is a term to describe Oregon District 220's multi-tiered approach to the identification and support of students with learning, behavior, or emotional needs. The RtI process begins with high-quality instruction and universal screening of all children. Learners who are not meeting district expectations are provided with interventions at increasing levels of intensity to accelerate their rate of learning or improve their social/emotional functioning. These interventions may be provided by a variety of personnel, including general education teachers, special educators, specialists, or other staff in the building. Progress of these interventions is closely monitored to assess the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction or intervention. RtI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by student outcomes.

## Safety Drill Procedures and Conduct

Safety drills will occur at times established by school administration. 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 lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance, and a student's parent/guardian may elect to exclude their child from participating in this drill by reaching out to the school principal. All other drills will not be preceded by a warning to students.

## Search Procedure

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

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

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

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.

## Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide families with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: http://www.isp.state.il.us/sor/.

**You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:** http://www.isp.state.il.us/cmvo/.

## Special Education Students and Behavior Intervention Policy

It is the purpose of this policy to comply with P.A. 89-191 of The School Code on the use of behavioral interventions for students with disabilities. The OCEC/District recognizes that appropriate interventions are necessary for all students, disabled or non-disabled, whose behavior is not acceptable, and administrators, teachers, and other school personnel who work with students with disabilities require training and guidance in the use of behavioral interventions. A goal of this policy and procedures (hereafter collectively, "Policy") is to make available training and guidance to administrators and teachers of students with disabilities who require behavioral intervention, that provides ways for working successfully with said students, in order to provide an environment in which said students can learn. The policy recognizes that the use of positive or non-aversive interventions is generally most consistent with the educational goals of promoting students' academic, social and personal growth. Therefore, non-aversive or positive desirable interventions designed to develop and strengthen desirable behaviors should be used to the extent possible and are generally preferable to the use of aversive or more restrictive procedures. While positive approaches alone may not always succeed in controlling inappropriate behavior, the use of more restrictive procedures may be necessary and should be utilized as provided in the Policy.

## 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 (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District

receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copyrights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript. 1

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order

to fulfill his or her professional responsibility or contractual obligation with the district.

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the

other district,2 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; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

· Name

· Address

· Grade level

· Birth date

· Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

· Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

· Academic awards, degrees, and honors

· Information in relation to school-sponsored activities, organizations, and athletics

· Major field of study

· Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.3

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

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

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

U.S. Department of Education

Student Privacy Policy Office

400 Maryland Avenue, SW

Washington DC 20202-8520

## 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 the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information on this can be obtained from the school office.

# Library Books

**Fines & Fees**

Students may be responsible for the replacement cost, including cataloging and processing fees, for any lost library resource (books, magazines, audiobooks, etc.).

- Overdue notices are sent via email and class dojo.
- Students have 30 days to return overdue items before they are marked as lost.
- If returned, all fines and fees are waived.
- If not returned, charges are added to PowerSchool at the end of the school year.
- No refunds will be issued once a replacement has been purchased.

**Damage & Replacement Costs**

| Damage Type | Fee/Replacement Cost |
|---|---|
| Water Damage | 100% of book cost or replacement copy (if provided) |
| Food Stains | 100% of book cost or replacement copy (if provided) |
| Excessive Writing | 100% of book cost or replacement copy (if provided) |
| Missing Barcode/Spine Label | $5.00 |
| Repairs | $5.00 |

For lost or damaged items borrowed from outside libraries, replacement costs and processing fees are determined by the lending library. No refunds will be issued after payment.

**Damaged Library Materials Policy**

We understand that accidents happen, and we evaluate each damaged item on a case-by-case basis. When determining the replacement cost of a damaged book, we take into consideration the age of the book, its condition at the time of checkout, the number of previous checkouts, and other relevant factors. Our goal is always to be fair and consistent while maintaining a high-quality collection for all students.

Below are common types of damage and the general guidelines for replacement:

- **Water Damage:**
  Due to the irreversible effects of water on books, any item returned with water damage will be charged at 100% of the book's original cost or may be replaced with a new, identical copy.
- **Food Stains:**
  Books returned with significant food or drink stains that affect readability or cleanliness will be charged at 100% of the book's original cost or may be replaced with a new, identical copy.

- **Other Irreparable Damage (e.g., torn pages, writing, missing pages):**
  If a book is returned with damage that makes it unusable for future readers, the cost will be 100% of the original price or a replacement copy must be provided.

We always strive to work with families to find the most reasonable solution while ensuring that our collection remains in good condition for all students.

## Tip Line

The district tip-line (732-2226) is intended to provide a method to safely and anonymously report information – either about events planned to occur, or events which have occurred and are being investigated. Whether it is a committed crime, the use of alcohol or drugs, or hazing and intimidation of students; we need to step forward and speak up in order to create a safe community for us and our children. Anytime we can prevent an unfortunate incident from happening, we should do so by calling 732-2226.

# Oregon Elementary School

## Academic Integrity

Students are expected to maintain academic integrity at all times. Any form of cheating shall be a violation of this expectation and may be dealt with using standard disciplinary procedures.

## Accelerated Learning

*Accelerated placement:* The placement of a child in an educational setting with curriculum that is usually reserved for children who are older or in higher grades than the child. Accelerated placement is not limited to those students who have been identified as gifted and talented, and eligibility shall be open to all students in accordance with board policy.

*Individual subject acceleration*: The practice of assigning a student to specific, more challenging content than is typical given the student's grade level placement.

*Whole grade acceleration*: The practice of assigning a student on a full-time basis to a higher grade level than is typical given the student's age.

### Eligibility Criteria for Single Subject Accelerated Placement

Oregon Elementary School (OES)

For up to 10% of each grade-level cohort, students who exceed expectations on the Illinois Assessment of Readiness (IAR) or score at the 90th percentile or above on the current fall, winter, OR spring NWEA MAP Assessment will be offered the opportunity to advance to the next grade level in a single subject (English Language Arts [ELA] and/or Mathematics). The 10% recommended cohort will include both previously accelerated students and new candidates.

- Given scheduling limitations, single subject acceleration in Kindergarten through Second Grade may be significantly disruptive to the student experience. To offset this, in reading, differentiated instruction and intervention will support a student's learning without leaving their grade level. Single-subject advancement may be considered in ELA, but is not recommended.
- Single-subject acceleration in Mathematics will be recommended for students who qualify in each grade cohort per the above policy.

## Eligibility Criteria for Whole Grade Acceleration (Grades 1-6)

Whole-grade acceleration (skipping a grade) is the full-time admission of a student who meets the criteria set by the district to a higher grade level than is typical given the student's age, for access to appropriately challenging learning opportunities. Student eligibility will be determined by successfully meeting the criteria outlined in each category:

- Academic Readiness:
    - A student must demonstrate above-standard performance with a Level 4 rating in Kindergarten through 4th Grade, and receive an "A" on grade reports in Fifth and Sixth Grades.
    - A student should demonstrate Exceeds Standards on state standardized assessments (ELA, Math, Science).
    - This will be supported by teacher recommendations and observations.
- Social/Emotional Readiness:
    - A student must demonstrate maturity, emotional regulation, and the ability to interact with peers appropriately.
    - Readiness will be determined by a district-approved assessment and/or teacher recommendation and observations.
- Cognitive Development:
    - A student must demonstrate critical thinking, problem solving skills, and the ability to understand abstract concepts.
    - This will be determined by a district-approved assessment and/or teacher recommendation and observations.

## Continuation of Advancement

Students will remain in the accelerated coursework unless their parents/guardians decide to opt out, or unless the student experiences significant challenges that prevent them from being successful in the advanced class.

This policy is designed to provide challenging learning opportunities for students who demonstrate exceptional ability in specific subjects, while ensuring that continued academic growth is supported.

The district will inform students and parents about opportunities annually via email correspondence and an opportunity for student meetings. This annual consultation for eligible students and families will be offered and encouraged to review prospective student acceleration opportunities at OES and OJSHS.

# Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals 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.

## Guidelines For Service Animals in School Settings

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent of Schools and must contain required documentation of vaccinations. This written request must be delivered to the Superintendent of Schools' Office at least 10 business days prior to bringing the service animal to school or a school function.
2. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, and Coronavirus), Bordetella, and Rabies.
3. Owners of service miniature horses must provide annual proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephalomyelitis, Rhinoneumonitis, Influenza, and Strangles
4. All service dogs must be spayed or neutered and evidence of the same provided to the District by the Owner.
5. All service animals must be treated for, and kept free of, fleas and ticks.
6. All service animals must be kept clean and groomed to avoid shedding and dander.
7. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property. The Owner must sign a statement acknowledging this responsibility.
8. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted in schools as a "service animal."

9. The animal must be "required" for the individual with a disability.
10. The animal must be "individually trained" to do work or a task for the individual with a disability. Documentation of such training must be presented to the District by the Owner of the service animal.
11. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classroom, or at school functions, will be handled on a case-by-case basis, considering:
    a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features.
    b. Whether the handler has sufficient control of the miniature horse.
    c. Whether the miniature horse is housebroken.
    d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.
12. Removal of a Service Animal: A school administrator may ask an individual with a disability or his parents to remove a service animal from a school building, a classroom, or from a school function if any one of the following circumstances occurs:
    a. The animal is out of control and the animal's handler does not take effective action to control it.
    b. The animal is not housebroken.
    c. The animal's presence would "fundamentally alter" the nature of the service, program, or activity.

13. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.
14. The District is not responsible for the care or supervision of a service animal, including providing food or water for the animal, walking the animal or responding to the animal's need to relieve itself.
15. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
16. Students with service animals are expected to care and supervise their animals. In the case of a young child or a student with disabilities who is unable to care for or supervise his service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis at the discretion of the building administrator.

## Attendance

*Important Note: To report your child's absence from school (Pre-K-6), call* **732-5300** *at any time* ***before 8:45 A.M****. Your call must be received before 8:45 on the day of the absence. Thank you!*

With few exceptions, there is a direct correlation between attendance and school performance. With that in mind, and also in consideration of principles such as responsibility, dependability, maturity, etc., students should strive for good attendance. Whether an absence is excused or not, students lose indispensable educational advantages when they are absent. In an effort to maintain a quality education and good attendance levels, Oregon Community Unit School District 220 has enacted the following policy:

The family of any student in District 220 will be contacted when the student has been absent a total of seven (7) days in the current school year. Following a total of ten (10) days absence, a second notice to attend will be sent in an effort to improve attendance. For students who have been absent for ten (10) or more days in a school year, the school may require a physician's note to be submitted to the office within 24 hours of a student's return in order for these absences to be considered excused. Medical notes must state that the student has been seen by a physician, list the specific days that a student is excused from school, and include the physician's signature. Should a parent or guardian choose not to secure a medical excuse, the absence will be considered unexcused.

Upon a student's third (3) unexcused absence (truancy) during the current school year, the student will be referred to the Regional Office of Education #47 Truant Alternative Program (TAP) for a one-time intervention. Upon a student's fifth (5) unexcused absence (truancy) during the current school year, a full referral will be made to the Regional Office of Education #47 Truant Alternative Program (TAP).

**School Day**

Students will line up at 8:03 a.m. to enter the building. The school day will begin at 8:08 a.m. Students may arrive at school before 8:00, but as close to that time as possible. ***Supervision is not available before buses arrive, so other students should not arrive before 7:50.*** The end of the school day is at 3:11 p.m. All students will be dismissed at 3:11. (Please see the Reporting Procedures section for details regarding student arrivals and departures.)

| Oregon Elementary School | |
|---|---|
| **Regular Schedule** | **10:00 late start** |
| 8:08-8:20 Homeroom | Homeroom 10:00-10:20 |
| 1st Period 8:20-9:20 | 3rd Period 10:20-11:20 |
| 2nd Period 9:20:10:20 | 4th Period 11:20-12:20 |
| 3rd Period 10:20-11:20 | 5th Period 12:20-1:20 |
| 4th Period 11:20-12:20 | 6th Period 12:20 - 1:05 |
| 5th Period 12:20-1:20 | 7th Period 1:05-2:05 |
| 6th Period 12:20 - 1:05 | 8th Period 2:05-3:05 |
| 7th Period 1:05-2:05 | Homeroom until dismiss |
| 8th Period 2:05-3:05 | |
| Homeroom until dismiss | |

**Pre-school**

If you bring your preschool child to school, please wait outside with him/her until the buses arrive and the teacher or aide comes to get the other children off the bus. In case of bad weather, wait in the hallway outside the classroom. If you arrive after class has started, sign in at the main office, walk your child into the classroom and let the teacher know that your child will be in class.

**Reporting Procedures**

Procedures for reporting an absence include a **telephone call** (or note or personal contact) **by 8:45 a.m. the morning of the absence.** If a call or other communication is not received by 8:45 a.m., the school will attempt to contact the family. However, in that case, since family notification was not received, the absence will be considered unexcused. **Call the Attendance Line at 732-5300 to report an absence.** A voice mail answering service is in operation every night and until 8:45 a.m. the following morning to receive attendance calls for your student. If it is known in advance that a student will be absent, notify the office at least one day in advance (in writing).

Any time a student leaves the building for an appointment, etc., he/she needs to **check out** by stopping in the office. Likewise, students coming late from an appointment or for any other reason need to **check in** at the office. Failing to do so may result in an unexcused absence.

**Reporting absences for Grades 3-6:**

Students not in attendance because of illness for at least a half-day (150 minutes of instruction) will not be permitted to participate in extracurricular activities, such as band or music concerts. If a student has participated without having met the attendance requirements, consequences will be left up to the director or person in charge.

**Types of Absences**

**Excused:**

Under Section 26-2a of the Illinois School Code, the following circumstances are considered valid causes for a student's absence:

--illness (including up to 5 days per school year for mental or behavioral health of the student)

--attendance at a verified medical or therapeutic appointment (including a victim services provider)

--death in the immediate family
--observance of a religious holiday or event
--family emergency
--other situations beyond the control of the student as determined by the school administration
--circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
--attending a military honors funeral to sound TAPS (applies to grades 6-12 only)
--addressing circumstances resulting from domestic or sexual violence
--other reason as approved by the building principal

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

Absences meeting the requirements of state law will be marked "excused" provided proper procedures are followed.

Every effort should be made to make medical appointments outside of the school attendance day. The Oregon School District discourages families from taking students on family vacations during periods when school is in session. Notification of such family trips/vacations must be made at least two school days in advance. Students need to obtain a vacation approval form from their office. The form must be shown to each teacher in order to obtain all homework assignments prior to the absence. Family trips/vacations will be excused for up to a total of five days. More than five days will require administrative approval.

The student is responsible for making up the work missed following any excused absence. Doing any work that has been missed will help students keep up with the class and assist in understanding what is being taught next. Teachers will determine the appropriate time limit for makeup work.

**Unexcused:**

Examples of unexcused absences are as follows:

--absence not verified by family call or note following proper procedures
--babysitting
--birthdays
--car trouble or any type of transportation problem with personal transportation
--employment
--hair appointments
--incarceration
--leaving assigned area without a note
--leaving school without permission from the office
--missing the bus
--oversleeping
--photography sessions
--shopping
--trips not approved
--truancy, defined as
-tardiness over 5 minutes without a valid reason

-leaving class (or assigned area) without permission
-being somewhere other than class without permission
--others at principal's discretion

A family's call without a reason will make the absence unexcused. If the reason for the absence is not excusable (i.e. shopping, sleep, babysitting, car problems, etc.), an unexcused absence may be appealed to the principal, whose decision will be final. Refer back to page 16 for more information regarding the accumulation of unexcused absences.

**Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

**Home and Hospital Instruction**

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

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

**Homework Requests for Absences**

If a family wishes to have homework collected, this request may be made during the 2nd day of an absence call before 8:45 a.m. that morning. Arrangements should be made for homework to be picked up after school, between 3:00 p.m. and 3:30 p.m.

## Assessment

Assessment includes both formal and informal methods including written work such as essays and math

problems, anecdotal notes/checklists from observations made by teachers, selected responses such as multiple choice, performances/demonstrations, and other methods that evaluate student learning (knowledge, reasoning, skills, and products). Students will receive a Grade Report at the end of each Quarter. Grades may be interpreted as follows:

Grades PK-4
Grades in PK-4 are standards based and do not necessarily reflect the percentage of work completed correctly. An explanation of the skills/standards is made clear on the report cards

1-Beginning
2- Approaching Standards
3- Meeting Standards
4- Exceeding Standards

"S"- Satisfactory
"U"-Unsatisfactory
"I"-Improvement shown

Grades 5-6
Grades 5 and 6 use traditional grading. The grading scale is as follows:

| | |
|---|---|
| A 95-100 | C 74-76 |
| A- 90-94 | C- 70-73 |
| B+ 87-89 | D+ 67-69 |
| B 84-86 | D 64-66 |
| B- 80-83 | D- 60-63 |
| C+ 77-79 | F 0-59 |

“A” Excellent
“B” Good
“C” Average
“D” Poor
“F” Failure to meet minimum standards

Final cumulative grades for the year will remain on students' permanent records. Students who do not do the work assigned and those who put little effort into their schoolwork risk failure. The ultimate decision to retain a student in a given grade level is made by the professional staff of the school. There is no social promotion in Oregon C.U.S.D. # 220.

## Bicycle Regulations

If students choose to ride a bicycle to school, the regulations below must be adhered to.
1. Obey traffic laws and school safety regulations
2. Dismount and walk bicycles while on school grounds
3. Ride single file
4. Ride one on a bicycle
5. Keep your bike on the rack
6. Remove only one’s own bicycle from the rack

## Breakfast/Lunch Procedures

It is the policy of the OCUSD Food Services Department to recognize the parent/guardian's responsibility to provide a lunch for their children either by sending a cold lunch from home or ensuring they are provided with lunch money on a daily basis. Proper nutrition is essential for learning to occur.

The District uses Linq School Nutrition, a prepaid system for school meal accountability.

- Funds must be deposited into a student's account prior to purchasing any item in the school cafeteria.
- Deposits may be made at any school office within the district.
- Meal payments may also be made using the LinqConnect payment system. No cash is accepted in the lunch line; payments must be made through the school office or online.

K– 6 Grade – Lunch/Breakfast money is collected by teachers in the classroom and taken to the office for deposit.

To ensure proper credit for deposits, please place lunch deposits in an envelope with the student's full name, school, and deposit amount written on the outside of the envelope. You may deposit for all students in your family at one school; be sure to write all the students' schools and the amount for each student on the envelope. Funds received after 10:00 am will be credited to the next day. NOTE: *All balances from the end of the current school year will carry over to the next school year. Balances will also follow students as they move to a different building in our district. Refunds will only be given upon graduation or if you permanently unenroll from the District. Please send a request to the Food Service Director, Kelly Pace (kpace@ocusd.net).*

**LinqConnect Meal Payment:** Payments for student meal accounts may be made online via the LinqConnect online payment system. You may make meal payments for all of your students using a credit/debit card. If you are new to the system, you will need your student's birthdate to add them to your profile.

## Curriculum

Students at Oregon Elementary School receive instruction in Reading, English, Mathematics, Social Studies, Science, Music, Art, and Physical Education. Band is available to fifth and sixth grade students. Chorus is available to 6th Grade students. Special Education and Title 1 services are also available for students who are identified through assessment and diagnosis.

Each wing has a media center which is a very important learning resource and is used extensively. Computers are available for student access to library holdings and the Internet, as well as word processing and other software applications. Hands-on activities are encouraged and many types of audio/visual equipment and materials are also utilized to aid student learning.

Families of any student may review curriculum documents or any instructional materials used in the schools. Please contact the teacher or principal if you wish to see any of this information.

## Complaints About Curriculum, Instructional Materials, and Programs; Ability to Opt Out of Certain Course Content and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education.

If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form.1

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student.

## 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 Erin Moloney at 815-732-5300.

## Field Trips

Field trips are an important component to a child's education and are considered part of the school day. These trips are designed for OES students. When families attend as chaperones they should refrain from bringing siblings. Students will be bussed to and from field trips using district transportation. If the field trip concludes at the end of the school day, families who attended the event as chaperones may sign out their child in writing and transport him/her home if they wish. Students may ride home only with a family member. Any other special transportation request must be approved by the school principal in advance of the event.

## Homeroom Assignments

It is the policy of the Oregon School District that families may not request individual teachers for their children. Placement decisions are made by the professional staff. Should you wish to discuss what learning environment is most appropriate for your child, please contact the principal ***before*** registration for the new school year. Students are assigned to homerooms either at random or on the basis of scheduling requirements. Homeroom assignments are subject to change at any time by the administration. Families will be notified of any assignment changes for their student.

## Lockers

Students will be assigned lockers (or cubbies PK) for their coats, books, etc. Students in Grades 5-6 will have an assigned combination lock. Students must be responsible for the secrecy of their own locker combinations. Two circumstances provide an opportunity for items to be stolen from lockers: (1) the locker was not locked; or

(2) the student gave someone else his locker combination. Locker assignments and combinations will be handed out either at registration or by each teacher on the first day of school. Instructions on using the combination lock will be provided by school staff. Students are to keep their belongings in their assigned locker and may not use any other locker at any time. Lockers are jointly accessible to the student and school officials and may be subject to search at the discretion of school officials. (see page 8.) Students may **NOT** bring their own personal padlocks for use on school issued lockers.

No food other than sack lunches is to be kept in any locker. Special treats should be arranged with the teacher in advance.

## Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students' are prohibited from creating, distributing, and accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;

3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;

4. Is reasonably viewed as promoting illegal drug use;

5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students[1]; or

6. Encourages or incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

**Non-School Sponsored Publications Accessed or Distributed Off-Campus**

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

## Parking and Student Arrivals/Departures

Parking is available in the Blackhawk Center lot (rows 2-5) and at various locations on Jefferson Street and Koontz Place before and after school. ***Non-bus students should arrive at school no earlier than 7:50 a.m***. and leave immediately after dismissal. Families **must not** drop off or pick up students in the crescent shaped bus lane directly in front of Oregon Elementary School or at the service entrance to the north. When visiting, picking up, or dropping off students, you may park in the VIP spots off of Hawk Drive. Please do not enter the hallways when bringing your children to school in the morning. If you need to speak with a teacher, please schedule an appointment. Students and families crossing the street in these areas must use the crosswalk. Some families have also found it convenient to park along Koontz Place with the new walkways there.

**Field Trip/School Event Parking** – For families attending a school event or field trip during the school day, please park your car in **Rows 2-3** at the Blackhawk Center. Other rows have assigned parking for employees or students and are patrolled by the Oregon Police. To avoid a ticket,please make sure you park only in the above rows which are clearly marked on the pavement.
**NOTE**: For security reasons, families are to please wait outside when picking up their children at the end of the day. Families should wait on the south side of Jefferson Street across the street from the school.

## Parent/Guardian Concerns

When parents/guardians have questions or are concerned with a classroom issue, they should make an appointment to discuss the matter with that teacher in private. If the issue is still unresolved after this conference, an appointment should be made with the principal. If an initial meeting with a staff member is inappropriate due to the nature of the situation or complaint, a parent may go directly to a school principal. If an issue is not resolved at this level, it may be discussed with the superintendent. Further appeals may be made through the superintendent's office who will act as liaison to the Board of Education.

## Physical Education

Elementary students in Grades K-6 participate in Physical Education multiple times each week. Gym shoes are required for all students and should be left at school for this purpose. A doctor's note is required to excuse a child from P.E. for more than one day (see p. 8 of handbook).

**Exemption From Physical Education Requirement**
A student who is eligible for special education may be excused from physical education courses in either of the following situations:

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

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

## Playground/Recess

Children will generally go outside for recess at lunch. In the wintertime, children will go out unless the temperature or wind chill is below zero or the playground surface is considered too dangerous (ice, water, mud, etc.). Children must be properly dressed to play in the snow. This attire requires boots, snow pants, coat, mittens or gloves, and a hat or hood. A doctor's note is required for a child to be held out of recess.

At recess, students are expected to adhere to the following rules:

→ Obey supervisors and show respect at all times.
→ Abusive/foul language, harassment/name calling, and bullying will not be tolerated.
→ Keep away from bicycles, cars, parking areas, and the bus traffic lane.
→ Stay on the sidewalks or blacktop when the ground is muddy and during rainy weather.
→ No food is allowed on the playground.
→ Tackling, pushing, shoving, grabbing, and kicking are not allowed.
→ No throwing snowballs or playing "King of the Mountain" games. Running and sliding on ice is dangerous and not allowed. Leave snow and ice on the ground!
→ During inside recess, students should go directly to their assigned location and be seated with an appropriate game, book, homework, or other approved activity.

## Prohibited Items

**(not to be brought to school)**

Alcohol
Bluetooth Speakers
Boxcutters/blades
Cameras
Candy/Snacks not part of lunch
Caffeinated beverages
Chewing Gum
Illegal Drugs
Laser Pointers
Lighters/matches
Lookalike drugs
Lookalike or toy weapons
Permanent markers
Pocket Knives
Rubber Bands
Scooters
Skates of any kind (including "heelies)
Stuffed animals
Tape/micro recorders
Tobacco products
Toys
Weapons

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

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 a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. 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..
3. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
4. 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.
5. 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.
6. 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.

7. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
8. Engaging in teen dating violence.
9. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
10. Entering school property or a school facility without proper authorization.
11. 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.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
16. 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.
17. 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.
18. 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.
19. Sexting, which, for the purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit depictions, as defined by State law.

Any other item(s) which may cause distractions or disturbances to the educational environment are prohibited. Items that may be used as a weapon, objects that may endanger the safety of the student or others are also strictly prohibited. Students who bring such items to school will have the item(s) confiscated and may face standard disciplinary procedures. In many cases, families will be called to pick up the item.

**Fidgets Policy**

Fidgets are considered learning tools and will only be permitted for students who have documented accommodations that specify their use. This ensures that all students can maintain a focused and

distraction-free learning environment. If a fidget is deemed disruptive or used inappropriately, it may be removed at the teacher's discretion.

As a disclaimer, other objects intended to support focus, attention, or social-emotional (SEL) needs may be considered on an individual basis in collaboration with school staff. Their use must align with classroom expectations and should not interfere with the learning environment.

*Balloons and glass vases will not be permitted to be transported on the bus

NOTE: On occasion, staff may allow certain toys/items to be brought to school for specific activities (show & tell, share time, etc.)

## Public Display of Affection

No public display of romantic affection involving physical contact is permitted in the school environment (includes bus/playground).

## Restricted Items

**Cellular Phones** - Cell phones may be brought to school provided they are:

1) Powered off or silenced immediately upon entrance to the building from outside or upon entrance to the foyer from the gym on mornings when lining up inside.
2) Kept in lockers between the instructional hours of the day (8:08 a.m. – 3:11 p.m.)
3) Not in use until the student has exited the building at the end of the day.

***This also applies to watches that double as cellular and/or Bluetooth communication devices.***

***Should the item be seen during the school day, it will be confiscated and brought to the office.*** Choosing to not hand over the item to a staff member is not an option and will constitute insubordination. In the event of an emergency, administrators may grant permission to use such items.

**Hand-held electronic devices** – (Personal music systems, iPods, CD players, MP3 players, DS, Gameboys, etc.)
These items may be used/listened to on the bus or way to school but will be restricted from use once on school grounds and during school hours. ***They should also be kept in lockers/backpacks during the school day***. Should the item be seen during the school day, it will be confiscated and brought to the office.

***Penalties for misuse of restricted items:***

First offense: Confiscation and warning.
Second offense: Confiscation and family pickup of device
Third offense: One-day suspension and family pickup of device

Cell phones and other electronic devices shall not be used or associated with inappropriate or unlawful activities or to take photographs on school grounds. **All liabilities, loss, or theft of cell phones or electronic devices rest with the student.**

## Student Attire/Dress Code

Students are expected to wear appropriate, clean clothing in good condition. Extremes in grooming and dress

that violate safety and health or interrupt the educational process are not allowed. Students who do not meet the following guidelines may be required to change their clothing. Families may be contacted.

Following are examples of unacceptable attire:

- Students may not wear hoods, caps, visors, or sunglasses in the building. These items may be worn to school but upon entry should be removed. Caps shall be worn straight with the bill facing forward. Sunglasses may not be worn in any manner inside the building.
- Students are not to wear clothing with inappropriate pictures or slogans, clothing promoting use of drugs, alcoholic beverages, racism, disrespect, gangs, obscenity, vulgarity, violence, suggestive messages, or offensive depictions. If there is a question about an item, please contact the principal.
- Short shorts or skirts, halter-type tops, exposed midriff tops, spaghetti strap tops without an over shirt or blouse, tank tops that expose undergarments, tank tops/muscle shirts without an undershirt, bandannas tied around the forehead, chains, or low waist/baggy pants that allow underwear to show, or any other clothing that creates indecency are not appropriate or acceptable at school.
- Appropriate and safe footwear shall be worn at all times. Flip flops, use of shoes with rollers (heelies), high heels, and bedroom or house slippers are unsafe in the school environment and therefore not allowed.
- Pajamas/sleepwear. Pajamas may be worn on special occasions as designated by the school/classroom teacher.
- Clothing that is excessively torn or ripped.
- A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

The above list is only a guideline and should not be considered all-inclusive. When dress is identified as inappropriate, the student will be immediately referred to the building principal for appropriate action which could include:

1. A request to remove or change the unacceptable clothing, jewelry, etc.
2. Family contact to bring in acceptable clothing.
3. Student sent to in-school suspension if nothing can be done to either remove or replace the inappropriate dress.
4. Any other incident of inappropriate dress may result in consequences ranging from detention to suspension.

We are committed to providing the best educational climate possible. Student dress is part of that climate. We expect all students to respect and observe the stated dress code and guidelines. The administration will make the final decision regarding appropriateness of clothing in question.

## Student Behavior & Discipline

Any behavior which makes it difficult for other students to learn or for the teacher to teach is not acceptable. Safety and respect are integral to an effective education and expected for students to learn to act as responsible citizens. All are expected to show respect to all at all times. Student behavior across settings includes the following four key expectations:

**S.O.A.R.**

**S**afety First **O**wn my Actions **A**ct responsibly **R**espect everyone

*Educational and Personal Rights* - It shall be a violation to harass, defame, intimidate, threaten, use profanity toward, assault, or engage in an act of violence directed against an individual or identifiable group of individuals. Any student who violates this policy shall be disciplined, including possible suspension or expulsion, and notification of law enforcement officials.

The following is from the Illinois School Code, 105 ILCS 5/24-24, Maintenance of discipline:

*"... teachers, other certified educational employees, and any other person, whether or not a certified employee, providing a related service for or with respect to a student shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of families to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their families or families in the absence of their guardians"*

All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. Students, teachers, support personnel, administrators, and families will work together to help the student correct his/her behavior. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the following:

| | |
|---|---|
| Reprimand or warning | Temporary removal from class |
| Social/Emotional Lessons | Restorative practices |
| Elimination of recess privilege | Detention |
| Suspension from school | Expulsion from school for up to one full calendar year |

Note: Refusing to do assigned school work is a form of misconduct and will be dealt with using normal disciplinary methods.

Guidelines for students: 1. Treat others the way you would like to be treated
2. Keep hands, feet, and objects to yourself and honor others' personal space
3. Be respectful, polite, and courteous
4. Follow directions the first time

Appropriate student responses to other's misbehavior: 1. Ignore 2. Walk away 3. Ask them to stop 4. Get an adult

**Out-of-School Suspension**

Suspension is a temporary exclusion from school due to gross disobedience or misconduct. The day(s) missed due to suspension will be considered an authorized unexcused absence(s). Students in the PFA classrooms will not be suspended. In accordance, with public act 99-0456, out of school suspension may be used under the following provisions:

**Out-of-School Suspensions Longer Than 3 Days**

- May only be used if other appropriate and available behavioral and disciplinary interventions have been

exhausted and the student's continuing presence in school would either (1) pose a threat to the safety of other students, staff, or members of the school community or, (2) substantially disrupt, impede, or interfere with the operation of the school, as determined on a case-by-case basis by school officials.

- Students excluded from school for more than 4 days shall be provided appropriate and available support services during the period of their suspension, as determined by school authorities.

**Out-of-School Suspensions for 3 Days or Less**

- May only be used if the student's continuing presence in school would pose a threat to school safety or a disruption to other students' learning opportunities, as determined by the school board or its designee.
- School officials shall make all reasonable efforts to resolve such threats, address disruptions, and minimize the length of suspensions to the greatest extent practicable.

Certain rule infractions of the rules will result in a student being suspended. Suspensions may range from 1 to 10 days. The student and parent have the right to review a suspension; rights are explained below.

- When a student is suspended from school, he/she may not participate in or be present at any school activity or event and is prohibited from being on school property. Procedure for initiating a review will be explained in the letter informing the parent of suspension. All tests and quizzes must be taken on the day the student returns.
- 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.
- All students, upon returning from an out-of-school suspension, must meet with his/her guidance counselor for support services or meet the requirements set forth by administration at the time of the suspension.

**In-School Suspension**

School administration may also assign in-school suspensions to be served in the school facility. Students in the PFA classrooms will not have in-school assigned as a consequence.

**Discipline of Students receiving Special Education Services**

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.

**Student Rights in Disciplinary Procedures**

To ensure that the student receives fair treatment consistent with the fundamental requirements of due process, student suspensions are made according to the following procedures:

1) Out-of-School Suspension/Bus Suspension
   - **a.** A student must be given the opportunity to present information on his/her behalf prior to suspension. The suspension shall be reported immediately to the parents or guardians of each suspended student, and to the Board of Education through the Superintendent of Schools. The report to the parents shall be made by letter through the U.S. mail. A copy of this letter will be sufficient notification to all others. If the situation is such that the physical well-being of the student, other individuals or the property of the school district are in jeopardy, then the student may be suspended immediately and given an opportunity for a hearing within 24 hours.
   - **b.** The suspension letter shall give a full statement of the reasons for the suspension and notice to

the parents or guardians of their right to review. The procedure for review, if requested, shall be as follows:

2) All requests for review shall be made by the parent or guardian within five (5) days after receipt of notice of suspension and shall be made to the person ordering the suspension.
3) The parent or guardian requesting the review shall appear and discuss the suspension with the hearing officer appointed by the Board and may be represented by counsel. Hearings shall be held within five (5) days after receipt of the request for review.
4) Thereafter, the hearing officer shall report to the Board, by written summary, the evidence heard at the meeting.
5) Upon receipt of the report, the Board may take such action as it finds appropriate.

**Bus Discipline Policy**

All school behavior expectations are to be followed while on the bus before, during school on trips, and after school. The following expectations are required of all students on the bus at all times:

1) Stay seated without any part of one's body in the aisle
2) Refrain from moving while the bus is in motion
3) Keep hands and feet to ourselves
4) Use kind and respectful language to other students, bus drivers, and staff
5) No eating on the bus

Oregon Elementary School understands the importance of being at school on a regular basis and the vital role our transportation department plays in ensuring a student's safe arrival to and from school. Students failing to adhere to bus expectations will be subject to disciplinary action as described above.

## OES **Major Referral** Behavior Matrix

| Key |
| --- |
| *The OES Behavior Matrix **is not** a static document and may undergo revision due to evolving needs.<br><br>***Minor behaviors and unproductive habits not included in this document will be addressed by teachers and may require documentation with a minor referral in PowerSchool.**<br><br>*Behavioral interventions and consequences for students with IEPs will be implemented according to each individual's specific needs as outlined in their IEP. In cases of extreme behavior, the matter will be addressed through the Manifestation Determination Review (MDR) process as per federal guidelines.<br><br>*Due to the expected behaviors within the developmental level of students in pre-kindergarten through second grade, out-of-school suspensions will be extremely limited for PK-2 students. |

| Major Behaviors (Level 3-4) | Behavioral Consequences |
| --- | --- |
| **Level 3 Behaviors:**<br>● Throwing objects (directed at others or with intent to cause harm to others)<br>● Major disruptive behaviors that are repetitive | **Level 3 behavioral consequences for major referrals *will* include:**<br>● Parent contact<br>● Conference with student |

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| or severe.<br>● Major refusal behaviors that are repetitive or severe.<br>● Behavior determined to be bullying/harassment<br>● Major profanity and gestures (not directed at others e.g. major sexual, F***, s***, a**hole)<br>● Major theft (technology, clothing, etc.)<br>● Repetitive or severe student verbal arguments, and physical posturing (3+ incidents)<br>● Vandalism/property destruction (requires considerable time, effort, and staff support to undo)<br>● Physical contact or elevated horseplay (shoving, wrestling, etc.)<br>● Drugs/alcohol/tobacco<br>● Lewd notes and drawings<br>● Peeping/exposure<br>● Repeated cell phone violations<br>● Leaving the classroom without permission (repeated)<br>● Technology violation (minor harassment or repeated minor tech) violationsRepeated PDA | ● Restorative practice<br><br>**In addition to conferencing with student and parents, Level 3 consequences are determined based on whether the behavior is repetitive and/or severe and will include one or more of the following based on context and student grade level:**<br>● Loss of privileges<br>● Restitution<br>● Time out/ detention<br>● Turn cell phone into office<br>● In school-suspension<br>● Out-of-school suspension |
| **Level 4 Behaviors:**<br>● Display of weapons<br>● Assault on others (students and/or staff<br>● Fighting/Physical (punching, kicking, hair pulling, biting, choking, etc.)<br>● Security threats<br>● Major & repeated bullying/harassment behaviors<br>● Racial/Homophobic slurs<br>● Leaving school campus<br>● Gross disrespect directed at staff including:<br>○ Swearing<br>○ Inappropriate/ sexual language/ gestures<br>○ Physical/ emotional threats<br>● Vandalism/property destruction (repetitive, permanent, or lewd)<br>● Distribution of drugs, alcohol, and/or nicotine<br>● Technology violation that includes | **Level 4 behavioral consequences for major referrals *will* include:**<br>● Parent contact<br>● Conference with student<br>● Restorative practice<br>●<br>**In addition to conferencing with student and parents, Level 4 consequences are determined based on whether the behavior is repetitive and/or severe and will include one or more of the following based on context and student grade level:**<br><br>Possible consequences:<br>● In-school suspension<br>● Out- of- school suspension<br>● Expulsion<br>● Other admin decision |

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| harassment, safety violation, and/or lewd content | |

## School Resource Officer/Police – School Interactions

The school administration and staff will work cooperatively with law enforcement officials toward maintaining a safe and orderly school environment. Oregon CUSD #220's School Resource Officer (SRO) Program is a joint program between the Oregon Police Department and the Oregon School District, which provides a full-time officer for all of the Oregon schools, K-12. The purpose of the SRO is to build relationships between law enforcement and the school and to create and maintain a safe learning environment for the school's students, teachers, staff and daily visitors. The officer will provide assistance with investigations related to the Oregon Schools and will work with school staff on enforcing the guidelines laid out in the schools' student handbooks. The SRO can also provide law-related education within the classroom. The SRO has an office at Oregon High School and is available for meetings with any parent, teacher, or student in any of the Oregon Schools.

### Sharing of Information: Criminal Activity by Students

In accordance with the Illinois School Code, 105 ILCS 5/10-20.14, the Illinois State's Attorney's Office, through its Probation Department, shall notify the principal or her/his designee of all students who are placed on probation by the Juvenile Court. School officials shall provide probation officers with all information requested regarding these students' attendance, discipline and academic progress. In addition, officers of the court may share other information regarding juvenile offenders with the principal or his/her designee if it is felt that the information is for the offenders' welfare. Any information shared in this manner will be strictly confidential.

1) The SRO and law enforcement officials will share with the principal and/or his/her designee, information on all students 17 years of age and older who are arrested for felony offenses or other offenses which may have an impact on the operation of the school.

2) School officials will share, with the SRO and necessary law enforcement officials, information regarding student actions on campus which may be considered violations of the criminal code. Specific instances where student actions will be reported are noted throughout the student code of conduct elsewhere in this handbook. In addition, the principal or her/his designee may share other information with law enforcement agencies which she/he feels may be useful in the investigation of criminal activities.

3) When the SRO or law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or his designee will be present when possible. An effort will be made to contact the parent/other adult having custody of the child so that the responsible individual may be notified of the situation. An effort will be made to contact the parent/other adult having custody of the child so they may be granted an opportunity to be present or conferenced in via phone during any SRO questioning occurring in cooperation with school administration. This step may be bypassed prior to a student being taken into custody of the SRO in crisis or emergency situations.

4) If custody and/or arrest are involved, the principal will request that all procedural safeguards, as prescribed by law, will be observed by the SRO or other law enforcement officials.

5) Students are authorized to be on the school grounds only while attending classes or school sanctioned activities and events. Students detained by the SRO or other law enforcement officials while on school grounds without permission, or while committing illegal or unsanctioned acts, shall be subject to arrest and/or school disciplinary action.

6) When deemed necessary, the following school staff members shall be authorized to sign complaints with law enforcement officials on behalf of the school district: Superintendent, Principal, Associate Principal, and Athletic Director.

7) The SRO will work with schools to assist with investigations, searches (including those in which trained dogs are used), emergencies, crowd control, and other situations. During such times, the school administration shall remain in charge. The SRO or other officers shall be considered "agents" of the school, offering assistance as requested. During emergency situations, the administration may request that the officer(s) take charge.

## SRO Role in the School Setting

When the SRO assists in activities that are initiated by school employees and are in an effort to apply the school's code of conduct, the SRO will act in an educator-support mode. Under the direction of a school official, the SRO may join the team of specialists that work together to achieve the education mission. These tasks may include enforcing the code of conduct and referring to serious violations for SRO direct intervention. In cases of direct SRO interventions, every effort will be made to first contact a parent/other adult having custody of the child. This step may be bypassed prior to a student being taken into custody of the SRO in crisis or emergency situations.

## Reciprocal Reporting with Law Enforcement

Illinois School Code requires a reciprocal reporting system between law enforcement agencies and schools. Therefore, it is the policy of Oregon Public Schools to share information regarding illegal or controlled substances, weapons, gang activity, serious crime or felony, or any other information that might be beneficial with local law enforcement agencies.

**Expulsion by the Board of Education**

In accordance with Public Act 99-0456, the following provisions will apply to expulsion:

**Expulsions**

- Expulsions may only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either (1) pose a threat to the safety of other students, staff, or members of the school community or, (2) substantially disrupt, impede, or interfere with the operation of the school. These determinations shall be made on a case-by-case basis by school officials.
- A school district may refer an expelled student to appropriate and available support services.

Expulsion is the removal of a student from school for a period of time ranging from in excess of 10 days to two (2) calendar years for gross disobedience or misconduct**.** In addition, if a student is suspended or expelled for any reason from any public or private school in this state or any other state, the student must complete the entire

term of the suspension or expulsion from that institution before being admitted into Oregon High School.

1) Upon the recommendation of the Superintendent, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s) or legal guardian(s) of the student have been requested to appear at a meeting with a hearing officer, appointed by the Board of Education, to discuss their child's behavior**.** Counsel may be present as well. Such a request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The hearing officer at such meetings shall state the reasons for expulsion and the date on which the expulsion is to become effective.
2) The Superintendent shall communicate the results of the hearing and action of the Board to the parent(s) or legal guardian(s) by registered or certified mail.
3) When a student's misconduct or disobedience is such that an expulsion hearing will be held, the student will be suspended up to ten (10) days pending the Board hearing.
4) When a student is suspended from school, he/she may not participate in or be present at any school activity or event and is prohibited from being on school property through the term of the expulsion.
5) When a student returns from an expulsion, administration and counselor will work with the student to develop a transition plan for their return to the school.

*Ref.: Public Act 97-495: Educational Rights of Expelled Students*

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

## Social Media

Oregon CUSD #220 may not request or require students to provide passwords or other account information to gain access to the students accounts or profiles on social networking websites. If the district has reasonable cause to believe that the student's account on a social networking platform contains evidence that the student has violated a disciplinary rule or policy, these items may be requested.

## Student Counseling Services

Student Counseling Services "Students at Oregon Elementary School have access to individual and group counseling services by school counselors in the Oregon School District. These sessions may be unlimited and confidential unless a family provides written notification requiring family consent for counseling services."

Under Illinois law. any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

**Erin's Law**

Erin's Law, or Illinois Public Act 097-1147, requires public schools to provide child sexual abuse prevention education for children in pre-kindergarten through twelfth grades. Oregon Elementary School is proud to partner

with Rockford Sexual Assault Counseling (RSAC) to meet the requirements of this law through classroom lessons.

## Student Deliveries/Treats

Items such as balloons, flowers, etc. delivered to the school will NOT be delivered to a student's classroom. These items must be picked up by the student in the school office at the end of the day. Therefore, it is strongly recommended to not have such items delivered to the school. Such items as balloons and glass vases cause a hazard for our buses.

As required by the Ogle County Health Department, we cannot serve homemade treats at school. All treats must be prepackaged. This is to avoid outbreaks of disease transmitted through non-professionally prepared food.

## Student Supplies (non-toxic)

K-6 art and craft supplies purchased are non-toxic.

## Telephone Calls

Students may use the office telephone only at the discretion of office staff. This permission will normally be given only for school-related emergencies. Please avoid calling with telephone messages for children unless it is a real emergency. Students may check personal cell phones for messages ***at the conclusion of the school day once outside of the school building***. (See cell phone policy p.22.)

## Transportation

All questions regarding transportation should be directed to the bus garage. The Oregon bus garage phone is 732-5300. A flyer containing the district's bus transportation policy, procedures, and rules will be distributed at registration.

**Pre-school**: Families of preschool students should refer to the Early Childhood and Small Wonders handbook.

The District provides bus transportation to and from school for all students living 1 ½ miles or more from the school. Parents/guardians will be notified of pickup and dropoff locations and times for the student prior to a student's first day of school. Students are not permitted to ride a bus other than the bust to which they are assigned. Emergency exceptions may be granted at the discretion of the Transportation Director(s) and/or the building principal(s).

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

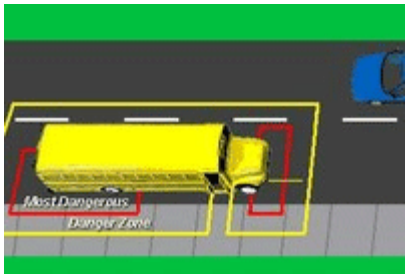
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or engaging in other gross disobedience or misconduct. The school board may suspend the students from riding the school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

in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

1. Be aware of moving traffic and pay attention to your surroundings.
2. 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.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. 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.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smartphones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least 5 giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.




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

For questions regarding school transportation issues, contact the OCUSD 220 Transportation Department.

**Additional Resources**
National Highway Traffic Safety Administration - School Bus Safety
US Department of Transportation - School Bus Safety Campaign Material
National Safety Council - Tips for a Safe Ride
IL State Police - School Bus Safety
IL State Board of Education - School Bus Safety What Parents Should Know
IL State Board of Education - Instructions to School Bus Riders
IL State Board of Education - School Bus Safety Guidance

## Unauthorized Entry

Any person entering or attempting to enter the Oregon Elementary School building without authorization will be prosecuted for trespassing. Persons without "VISITOR" badges will be considered "unauthorized".

## Visitors

We welcome visitors to school. In the interest of the safety and security of our students, **it is important that anyone wishing to visit any part of Oregon Elementary School report directly to the office first and register before going elsewhere in the building.** All visitors, including families, will be issued a "VISITOR" badge from the office. ***Visitors may not go directly to classrooms.*** If you wish to speak with a teacher, call in advance to make an appointment during that teacher's planning period. If you wish to meet with the principal, please call in advance to schedule an appointment.

Students may not invite friends or school-age relatives to visit them during the school day without a compelling reason and advance approval of teachers and principal.

While family involvement and support are very important in a child's education, some classroom visits can be distracting and disruptive to the educational process. Families who wish to visit classrooms should contact the teacher and principal at least one day in advance. In addition, due to security reasons and potential overcrowding, families are strongly discouraged from accompanying students into the building beyond the main entrance.

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 roller-blading, 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.

## Volunteers

Families and other adults interested in assisting in the classroom or other settings should contact the teacher or principal. Volunteers are subject to background checks and are reminded to keep cellular phones and other electronic devices powered off while assisting inside the school. We strongly encourage community involvement in our school and thank you in advance for your interest, time, and effort!