

**OLYMPIA ELEMENTARY SCHOOLS
DISTRICT NO. 16**

Olympia North Elementary
(309) 963-4514

Olympia South Elementary
(217) 648-2302

Olympia West Elementary
(309) 392-2671

**STUDENT- PARENT HANDBOOK
2010-2011**

This agenda belongs to:

Name: _____

School: _____

The Olympia Community inspires, educates, and
challenges each student to achieve personal
SUCCESS.



TABLE OF CONTENTS

| | Page |
|--|------|
| Alcohol and Drugs..... | 3 |
| Asbestos..... | 3 |
| Attendance..... | 3 |
| Building Conduct..... | 4 |
| Bus Requests..... | 5 |
| Bus Safety..... | 5 |
| Certified Birth Certificate..... | 5 |
| Change of Emergency Information..... | 5 |
| Early Dismissal or No School..... | 5 |
| Electronic Devices..... | 5 |
| Field Trips..... | 6 |
| Forms..... | 6 |
| Gang Activity..... | 6 |
| Grades and Grading Procedures..... | 7 |
| Head Lice..... | 7 |
| Health Exams, Dental Exams, and Immunizations..... | 7 |
| Illness at School..... | 8 |
| Leaving School Grounds..... | 8 |
| Lost and Found..... | 8 |
| News Information..... | 8 |
| Parent Right to Know..... | 9 |
| Parental Involvement Plan..... | 9 |
| Pesticide Application Procedures..... | 9 |
| Phone..... | 9 |
| Photo/Interview Parent Form..... | 10 |
| Physical Education..... | 10 |
| Report Cards..... | 10 |
| Respect for Equipment and Facilities..... | 10 |
| School Parent Compact..... | 10 |
| Selling and Distribution of Material..... | 11 |
| Sexual Harassment..... | 11 |
| State Transportation Reimbursement for Safety Hazards..... | 11 |
| Student Adjustment Period..... | 11 |
| Student Bullying/Aggressive Behaviors..... | 11 |
| Students with Disabilities Discipline Code..... | 11 |
| Student Dress..... | 15 |
| Student Information..... | 15 |
| Student Records Act..... | 16 |
| Suspension and Expulsion..... | 18 |
| Truancy..... | 22 |
| Uniform Grievance Procedure..... | 22 |
| Use of the Internet..... | 23 |
| Visitors..... | 23 |
| Withdrawal From Olympia CUSD No. 16..... | 23 |

STUDENT-PARENT HANDBOOK

This handbook is designed to give important information about Olympia Elementary Schools. The material in this book will be of assistance to students and parents alike. It should help students adjust to the life of the school and to all it should be a constant reminder of the elementary schools' general procedures. Please read the material carefully and keep it for reference throughout the year.

Alcohol and Drugs

No student shall possess, use, deliver, sell, transmit or attempt to possess, use, deliver, sell or transmit any alcoholic beverage, any non-prescribed or illegal drug, or any substance which the student believes or represents to be any of the foregoing including, but not limited to, a look alike. Nor shall any student be under the influence of or purport to be under the influence of any of the foregoing substances other than those prescribed by a licensed practitioner for medicinal purposes. Such students shall be subject to discipline, including suspension and/or expulsion.

Asbestos

This is to notify you that Olympia Community Unit School District No. 16 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763 for each school facility in Olympia. Copies of the Management Plan inspections, response actions and abatement projects are available in the Administrative Office of the School District and in the Administrative Office of each School Building. These plans are available for your inspection during normal business hours of the office (Monday through Friday, 8:30 a.m. to 4:00 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact District Maintenance Office at 309-379-3003.

Attendance

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school sick line before 8:00 a.m. to explain the reason for the absence. **Do not leave an attendance message on a teacher's voicemail.** If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Same day requests for student homework must be made before 8:30 AM. Teacher will accommodate if time allows.

School Telephone Numbers

Toll Free Number for Olympia Schools – (866) OLY-6011

Olympia North Elementary - (309) 963-4514

Olympia South Elementary - (217) 648-2302

Olympia West Elementary - (309) 392-2671

Students arriving or leaving during school hours **must be checked in and out of the office by a parent or parent designee.**

Students who have excused absences are expected to make up work and shall receive full credit for such work. It is required that make-up work be completed within the number of days equal in absence. It shall be the responsibility of the student to make arrangements for make-up work. Students who are tardy to school must

report to the office for a tardy slip before reporting to their scheduled class. The principal may require a doctor's note for excessive absenteeism.

Excessive unexcused absences will result in the principal notifying the parent and the local Regional Office of Education in writing of the child's truancy. The principal may elect to work with local organizations, including but not limited to, the local police department and social services, to reduce the number of unexcused absences. Students who have been truant may be required to make up the schoolwork they missed, but will not receive any credit for the work toward a grade. Students who are truant may be required to make up double the time missed on an hourly basis as assigned by the principal.

PK students with excessive unexcused absences may be dropped from the program when there is a waiting list.

Parents may be notified by the school principal when a student's absences become excessive (more than 10% of the number of attendance days). The principal may require a doctor's note to excuse absences once the absences have become excessive.

Building Conduct (Replaces Items not allowed at school)

Students shall not arrive at school before 7:45 a.m., except for those students eating breakfast at school. Classes begin at 8:00 a.m. Bus riders are dismissed at 2:05 p.m., and walkers/parent pick-ups are dismissed at 2:12 p.m. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering. Exceptions for Spirit Week and other special events approved by the principal.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

Bus Requests

Parents who wish to have their child ride a bus route different from the one assigned should send a note to the principal and designate with whom and where their child is to be dropped. You may also call the school office with this information before 1:00 p.m. Do not leave a transportation message on a teacher's voicemail. This will be approved by the principal before school, if there is seating available on the bus. The school office will then issue a bus pass.

Bus Safety

Each student has a right to a safe bus ride and the responsibility to follow the rules. The purpose of this section on bus safety is to encourage appropriate behavior by each bus rider for the safety and well-being of all bus riders. It is expected that each student will do a good job of following the bus rules once they know and understand each of the rules. The privilege of riding a school bus is extended to the students who follow the rules set down by the school. Should a child violate these rules and/or place in jeopardy the safety of others, his or her riding privileges may be taken away.

I. Bus Riding Rules

All school rules apply on the bus. In addition, students must:

- A. Cooperate with the bus driver.
- B. Obey the instruction of the driver at all times.
- C. Be courteous and use appropriate language. Treat others as you would want to be treated.
- D. Possession or use of alcohol, tobacco or controlled substances is prohibited.
- E. Eating, drinking, or chewing gum is prohibited.
- F. Stay seated. Keep head, hands, and feet inside the bus.
- G. Keep the bus clean and free from defacement or damage.

For additional information refer to the separate pamphlet distributed by the bus driver.

II. Process for Handling Bus Riding Problems

The school bus driver is authorized to assign seats. Bus cameras will be used to help ensure safety.

In most discipline cases, the driver will talk with the parent of the student after the first incident. After a second incident, the driver will file a conduct report with the Transportation Director who will file it with the Dean of Students or Principal. The Dean of Students or the Principal may cancel or suspend a student's bus privileges for a time appropriate for misbehavior.

Parents are encouraged to review these rules and practices with your children. Discuss the reason for appropriate behavior with them and then be ready to support the bus driver's efforts should a safety or discipline matter arise.

In addition, the following procedures are to be practiced for the safety of everyone.

- (1) Students are to treat the bus as they would their own furniture and possessions in their own home.
- (2) Students are responsible for being on time at the designated bus stop and to know their bus schedule.
- (3) Students are to stay off the road while waiting for the bus.
- (4) Students are to remain standing at their designated bus stop until the bus has come to a complete stop. Only approach the bus after it has stopped.
- (5) Students are not to ask the driver to stop at places other than the regular bus stop. Drivers are not permitted to do this, except by proper authorization from a school official. (Refer to #6 BUS REQUESTS.)
- (6) Students shall observe safety precautions at the discharge point. Where it is necessary to cross the highway, students shall proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Students shall then wait for a signal from the bus driver permitting them to cross.
- (7) Students shall be alert at all times to a danger signal from the driver.
- (8) Students shall remain in the bus in the event of a road emergency until instructions are given by the driver.
- (9) Students shall be absolutely quiet when approaching a railroad crossing.
- (10) Students shall observe the same rules and regulations on other trips under school sponsorship as they do between home and school. Students shall respect the wishes of the bus driver and the chaperone appointed by the school.

Certified Birth Certificate

In response to the Missing Children's Record Act (Illinois School Code 325) and Olympia School Board Policy 7:50, students are required to have a certified copy of their birth certificate on file at their residing school. Upon the failure of providing a certified birth certificate, the Building Principal shall immediately notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation.

Change of Emergency Information

If your address, place of employment, telephone number, transportation arrangements, custodial arrangements, or emergency number changes during the year, notify the office of that change.

Early Dismissal or No School

Severe weather may force school closings, late starts or early dismissals. Such changes in the school day will be announced on the following Bloomington stations WJBC radio (1230 AM), WBWN radio (104.1 FM), WBNQ radio (101.5 FM), WGLT radio (89.1 FM or 103.3 FM), WEEK TV Channel 25 – Peoria. In addition, please check the Olympia School District Website for up-to-date information (www.olympia.org). It is important to note on early dismissal days, the high/middle school students will dismiss 30 minutes earlier than elementary students.

Electronic Devices

The personal use of electronic devices (cell phones, pagers, walkie talkies, digital cameras, digital recording devices, hand-held gaming systems, MP3 players, etc.) shall be prohibited on school grounds. Cell phones with the capacity to take, transmit, or store pictures are NOT to be used for inappropriate or illegal purposes on school property at any time

It is not a violation of school policy for a student to have a cell phone in his/her possession. However, while the student is in the building, the cell phone must be turned off. Students may not make or receive phone calls on a cell phone during school hours. All electronic devices found in use will be confiscated by a teacher or an administrator. The device will be confiscated until a parent comes to the office to retrieve it. Students using electronic devices who disrupt the educational environment at school may receive disciplinary consequences ranging from a verbal warning to suspension/expulsion.

Trips

Field trips are a part of our educational program. Parents will be notified of all trips outside of the regular school program.

Forms

The forms listed below are available in each school office. Please contact the school office if you are in need of one or more of the forms listed. A new form must be completed each school year.

Medical Disability form Physical Education – Excuses a student from physical activity when completed by a physician.

Parent Agreement for Child to Carry Asthma Medications – Lists asthma medications a student may possess on his/herself while at school.

Photo/Interview Parent Form – Needs to be completed if parent does not want student interviewed or photographed for newspaper, radio, television or our website

Request for Self-Administration of Asthma Medication – Allows a student to self-administer his/her asthma medication.

School Medications Authorization – Must be on file for a student to receive prescription or non prescription medication during school time.

Pesticide Application Notification Registry - Optional

Gang Activity

Gang activity is prohibited on or about school grounds, on school buses, or off school grounds at any school activity.

No student shall engage in any gang activity, including, but not limited to:

1. wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang;
2. committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes), showing membership or affiliation in a gang; and
3. using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to discipline, including suspension and/or expulsion.

Grades and Grading Procedures

The following percentages of academic achievements are used by teachers as a basis for grading:

| | | |
|---|--|------------|
| A | Superior | (94-100) |
| B | Above average | (86- 93) |
| C | Average | (77- 85) |
| D | Below average | (70- 76) |
| F | Failing | (below 70) |
| P | is given as passing grade in some situations | |
| I | is incomplete grade | |
| W | is withdraw | |

Head Lice

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

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

Health, Eye, and Dental Exams, Immunizations, and Exclusion of Students

Kindergarten, Pre-Kindergarten, and Early Childhood Students

All students entering the above mentioned grades for the first time must present proof of a current physical examination and immunization record by October 15th. If these records have not been presented **by October 15, 2010, your child will be excluded from school.** In addition to these requirements, Kindergarten students are required to have a current dental examination on file in the school office. **A new law as of January 1, 2008 also requires a Kindergarten student or a student new to an Illinois School to have an eye examination.** This is due by **October 15.** Records presented to the school must be current and within one calendar year of the registration date. PLEASE NOTE: All students are required to present a county issued Certificate of Live Birth prior to entering school. Hospital issued certificates cannot be accepted.

Second Grade Students

All students entering second grade will be asked to present a current dental examination on or before the first day of school. The dental examination form presented to the school is required by the state of Illinois and must be current, within one calendar year of the registration date. Illinois law and Olympia policy permits the withholding of report cards if a completed dental examination form is not provided to the school.

Fifth Grade Students

Hepatitis B is a mandated vaccination for entrance into 5th grade. Therefore, all 5th grade students will be asked to present a current immunization record on or before the first day of school. If these records have not been presented by **October 15, 2010, your child will be excluded from school.**

New Students Transferring From Out of State or Out of Country

All students entering Olympia Schools from out of state or country will be required to present a current physical and eye examination obtained in the state of Illinois and immunization record within thirty days of entering school. In addition, students entering Kindergarten, Pre-Kindergarten, Early Childhood, Second Grade, or Sixth Grade will be required to present a current dental examination. Physical examinations, immunization records, dental and eye examinations presented to the school must be current, within one calendar year of the registration date. If these records have not been presented by **October 15, 2010, your child will be excluded from school.** (Or thirty days from the registration date if the student enters school after the first day of school).

Exceptions to This Policy:

- A. Students who have a signed physician's statement of a medical reason which would prevent immunization
- B. Students with a signed parent/guardian statement explaining the objections to immunization based upon the family's religious beliefs

Appointment cards will be accepted for a date prior to October 15th. Exceptions will not be made for those students who have made an appointment with a physician or dentist, unless the date is prior October 15, 2010.

Illness at School

If a student becomes ill or is injured at school, he or she should report to the office and the parents will be called. Parents are asked to be sure that the school has a number where they can be reached in case of emergency. If there is to be an insurance claim, the parent should notify the school office. A child who has been running a fever (100 degrees or above) should remain home until the child has been fever free for twenty-four hours.

Leaving School Grounds

No student is to leave the school grounds during the school day without checking in the office first. If you wish your child to leave during the school day, the student must bring written parental permission to the office.

Lost and Found

Students finding lost articles in the building or on the playground should take them to the office and/or Lost and Found where they can be claimed by the persons losing them. Anyone losing property should inquire at the office and/or the Lost and Found. Items remaining in the lost and found for three or more months during the year will be donated to a local charity. All items remaining in the lost and found at the end of the school year will be donated.

Medication

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription (i.e., aspirin, cold remedies, cough syrup, medicated lotions, etc.) medication until a completed and signed School Medication Authorization Form is filed. If medication for asthma is to be self-administered by the student, the "Parent Agreement for Child to Carry Asthma Medication form must be completed. This form shall be completed by the student's parent(s)/guardian(s) and physician as directed and shall be on file at the school building that the child attends. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the time at which the medication must be dispensed and the dosage. **Note: Every effort should be made to schedule the administration of medication at home outside the school day.**

News Information

Please check the Olympia Review newspaper, your local school's monthly newsletter, district website (www.olympia.org), and classroom newsletters for announcements and information about your school. Please note: Olympia households with Danvers, Delavan, and Bloomington addresses do not receive the Olympia Review.

Parent Right to Know

In accordance with the ESEA Section 1111(h)(6) PARENTS RIGHT-TO- KNOW, every parent of a student in a Title I school has the right to request information regarding the professional qualifications of their child's classroom teacher. You may request information regarding:

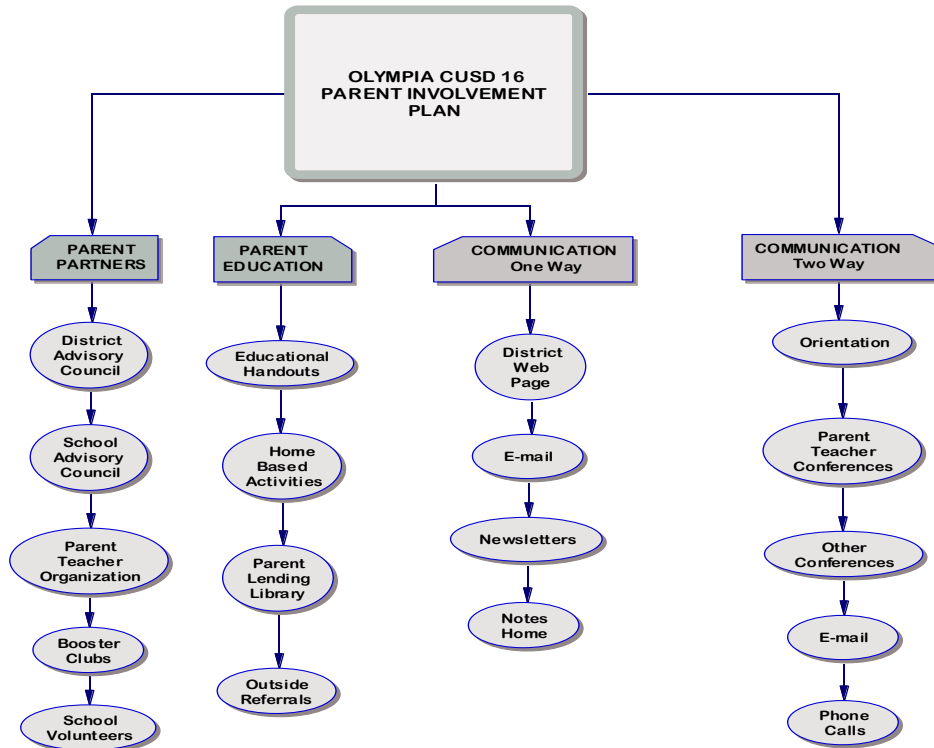
- Whether or not the teacher has met state certification requirements,
- Whether or not the teacher is teaching under emergency or provisional status,

- The bachelor's degree major of the teacher and any other certification or degrees held by the teacher, and the subject areas of the certification or degrees, and
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

You will receive a response to your request for information within 10 working days. If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have questions, please feel free to contact your building principal.

Parental Involvement Plan

In accordance with Board Policy 8:95 the flowchart represents the Olympia Parent Involvement Plan:



Pesticide Application Procedures

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term “pesticide” includes insecticides, herbicides, rodenticides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

Olympia School District Unit # 16 has therefore established a registry of people who wish to be notified. If you wish to be included in this registry, please complete the *optional* form available at the school office. Submit it to the principal of the school the student is attending, with the principal forwarding a copy to Olympia School District Unit #16, 903 E. 800 North Road, Stanford, IL 61774. Any other questions you may have regarding the District’s pest management practices may also be directed to the District Maintenance Office at 309-379-3003.

Phone

The school phone may be used by students for emergencies only.

You may call any building within the Olympia district by calling the Auto Attendant number for your local school. Instructions and numbers are:

Dial the local auto attendant number for your local school. As prompted, press 1 to get the number for your requested building. Press the number of your requested building. If you are calling an individual in that building and know his/her 4-digit extension, you may enter that number at this time. Use the toll free number to reach any school if you live in an area where long distance charges apply.

Auto Attendant Numbers

- Olympia Toll Free Number – 309-OLY-6011
- Olympia Unit Office 309-379-2028
- Olympia North Elementary 309-963-5278
- Olympia South Elementary 217-648-5184

- Provide parents ongoing opportunities to volunteer and participate in their student's class and to observe classroom activities by doing the following:
 - ✓ Solicit parents to participate during instructional times
 - ✓ Solicit parents to organize and participate in classroom parties and special family nights throughout the year

The parent's responsibilities:

Support their children's learning by:

- ✓ Monitor attendance
- ✓ Participate in decisions relating to the education of their children
- ✓ Positive use of extracurricular time
- ✓ Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the district and responding, as appropriate

Selling and Distribution of Material

The selling of all items or distribution of printed material must be pre-approved by the principal.

Sexual Harassment

Any student who makes unwelcome advances, or unwelcome requests or other verbal or physical conduct or communications constituting sexual harassment to any other student shall be subject to discipline, including suspension and/or expulsion. Students reporting an incidence of sexual harassment are afforded the full rights of the uniform grievance procedure.

State Transportation Reimbursement for Safety Hazards

If you live less than 1 and ½ miles from your school and you have to transport your child to school due to a serious safety hazard, you may be eligible for partial transportation reimbursement through the state. If you are interested in completing the form, it is available at your local regional office of transportation.

Student Adjustment Period

Reasons for keeping a student after regular school hours shall include, but not be limited to: continuous talking, violation of rules after a warning, repeated failure to do assigned work, tardiness. Students will be given twenty-four hour notice before serving a detention. They will be given a slip stating the reason, which the parent is to sign and the student is to return to the principal or teacher. The notice home will include a parent pick-up time. Parents are responsible for arranging transportation.

Student Bullying/Aggressive Behaviors

Use of abusive or demeaning language or aggressive behaviors (i.e. Use of violence, force, noise, coercion, threats, intimidation, or bullying) by a student towards another student(s) will not be tolerated at school, on school grounds, on school buses, or at any school-related activity.

Students who feel that they are the target or witness of aggressive behaviors or bullying are encouraged to report the incident to an adult (teacher, counselor, dean of students, or principal).

Students who are guilty of exhibiting this type of abusive language/aggressive behavior towards other students will be subject to disciplinary actions ranging from a warning to suspension with a possible recommendation for expulsion.

After consultation with the student about his behavior, an administrator will notify the parent and refer the student for appropriate intervention services.

Student with Disabilities Discipline Code

Discipline -Gross Disobedience or Misconduct by Students With Disabilities Use of Behavioral Interventions With Students Having Disabilities

Purpose

It is the purpose of this policy to establish the process for Olympia School District # 16 to comply with P.A 87-

1103 on the use of behavioral interventions for students with disabilities.

Behavioral interventions shall be used with students to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The district will maintain a parent-teacher advisory committee to plan and annually review procedures for using behavioral interventions with children with disabilities. The school district will implement these procedures. This policy has been established after considering the State Board of Education's guidelines on the use of behavioral interventions.

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution. The district will implement behavioral interventions in a manner consistent with generally accepted professional practice.

Readers of this policy should keep in mind that a wide variety of student disabilities exist. Consideration was given to various ages and disabilities when developing this policy.

Behavior Management

A written behavior management plan should be developed by the IEP (Individualized Educational Plan) team for students with disabilities who have significant behavioral and/or emotional needs and for such students who require the repeated use of restrictive interventions. The plan should be included as part of the student's IEP.

The selection of intervention strategies for use with an individual student shall be based on information derived from an analysis of behavior. Prior to selection of an intervention, a continuum of possible interventions should be considered.

The least restrictive intervention that is reasonable, calculated to produce the desired outcome, should be selected. When a behavior management plan is part of the IEP changes to restrictive interventions should be made by convening the IEP team.

Training and Professional Development

Beginning January 1996, all new special education teachers and related services personnel employed will have this policy reviewed with them. Annually, new personnel will also be provided with a review of procedures for behavioral interventions.

Procedures for Implementing Behavioral Intervention Policy

Provided below is a non-exhaustive list of behavioral interventions according to the four levels or restrictiveness: nonrestrictive, restrictive, highly restrictive, and prohibited.

Nonrestrictive Interventions

Interventions listed as nonrestrictive are preferred, when appropriate, because of the low risk of negative side effects and the high priority placed on positive behavior change rather than behavior control. These interventions may be used without the development of a written behavioral management plan or inclusion in the student's IEP. The use of positive and non-aversive interventions should be given the highest priority and should be directed at the development of positive student behaviors and skills.

The following interventions are nonrestrictive and may be used by any teacher, support services provider, or administrator:

| | |
|--|--|
| allow student to complete adjusted task | proximity control |
| allow student to escape task | punishment writing* |
| calling/notifying parents | redirecting student (physically)* |
| contingency contracts | redirecting student (verbal or nonverbal signal) |
| contingent exercise* | response-cost |
| detention | restitutional over correction* |
| deferential reinforcement | self-management |
| direct instruction | shaping |
| environmental or activity modification | teaching alternative behaviors |
| extinction | teaching self-reinforcement |
| modeling | time-out (non-exclusionary-in class)* |
| peer involvement/mediation | time-out (exclusionary-out of class)* |
| planned ignoring | token economy |
| positive practice/over correction* | verbal feedback |
| positive reinforcement (individual or group) | verbal reprimand |
| prompting | |

*Depending upon the student's needs, IEP, etc., these interventions may be restrictive in nature. With extensive use, these interventions may also become restrictive in nature. Additionally, if they adversely affect student learning or extreme negative behaviors occur in response to them, they could be considered restrictive interventions. Under these circumstances, all precautions (e.g. documentation) associated with a restrictive intervention should be followed. Refer to the [Olympia Administrator's Notebook](#) for a glossary of selected terms.

Restrictive Interventions

Restrictive interventions may be used in emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions include aversive and deprivation procedures that are associated with higher risk of negative side effects. Repeated use of restrictive interventions should occur after a functional analysis of behavior has been completed and documented, a behavioral management plan written, and the IEP amended to include the behavior management plan. In most circumstances, nonrestrictive interventions will be attempted prior to restrictive. Restrictive interventions shall only be used in the following situations:

- in emergencies
- in conjunction with positive interventions designed to strengthen competing behaviors.

The following interventions are restrictive but can be used as the result of the IEP team decision or administrator in the case of an emergency:

- forced physical guidance
- manual restraint
- inhibiting devices

Administrators retain the discretion to use the following up to 10 days in a school year:

- suspension
- exclusion from extra-curricular activities

Suspension and Expulsion

The following procedure may be used when a student with disabilities has engaged in gross disobedience or misconduct:

1. Suspension for a Cumulative Period Not to Exceed 10 days Total in Any School Year

The District's regular suspension procedures shall be used to suspend a student with disabilities for a cumulative period not to exceed 10 days in any school year.

2. Suspension beyond 10 days, or Expulsion

- A. The district shall promptly notify the student's parent(s)/guardian(s) of the gross disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to the notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:

1 That the multidisciplinary conference (MDC) team shall meet as soon as possible, but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct: and

2 That the student's parent(s)/guardian(s) are requested to attend the multidisciplinary team meeting at the date, time, and location of the meeting.

B. MDC Determination

The MDC team may determine that the cause of the student's gross disobedience or misconduct is not related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, and IEP meeting shall be convened to determine appropriate alternative means of service delivery.

- C. The Board may not expel a disabled student if the MDC team determines that the student's gross disobedience or misconduct is casually related to the student's disabling condition. The MDC team is responsible to address placement changes, which may be appropriate in light of misconduct found to be disability-related.

Parent(s)/guardian(s) may object to a proposed change in their child's educational placement. If so, if the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days. Police will be contacted when any student (disabled or non-disabled) commits a criminal offense.

Highly Restrictive Interventions

Highly restrictive interventions are deemed inappropriate in most circumstances. The following are highly restrictive and may only be used by an MDC and/or IEP team:

- suspension beyond 10 days in a school year
- use of an isolation time-out room under direct supervision of a staff member
- expulsion with the provision of alternative educational services
- adversive mists, aromatics, tastes (may only be used if prescribed by a physician)
- mechanical restraints (excludes restraints prescribed by a physician or used as a safety procedure for transportation)
- altering length of school day

Prohibited Interventions

The district does not allow interventions that are illegal/prohibited. The following procedures are prohibited:

corporal punishment
expulsion with cessation of services
physical manipulation used as an aversive procedure

Copies of the Illinois State Board of Education Behavioral Intervention guidelines can be obtained at the following address: Illinois State Board of Education, 100 North 1st Street, Springfield, Illinois 62777

Student Dress

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment unless approved by the principal.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. Tennis shoes must be worn for physical education.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Student Information

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Please contact your child's school if you do not want your child's information listed in the student directory. In addition, if you do not want your child's photograph used in school media (yearbooks, projects, newspapers, or school website), please contact the school.

Student Records Act of 1975

The law states that the school must notify, by October 1, 1976, all students and the parents of such students of the rights afforded under this Act. Thereafter, notification is required only upon initial enrollment or transfer of a student to the school.

A student's permanent and temporary records which are kept by the school may contain, but are not limited to:

1. Permanent
 - a. Basic identifying information, including student's and parent's names and addresses, student's birth date and birth place, and gender;
 - b. Academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations;
 - c. Attendance record;
 - d. Accident reports and health record;
 - e. Record of release of permanent record information;
 - f. Honors and awards received;
 - g. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.
 - h. No other information shall be placed in the student permanent record.

2. Temporary
 - a. Family background information;
 - b. Intelligence test scores, group and individual;
 - c. Aptitude test scores;
 - d. Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation or interviews;
 - e. Elementary and secondary achievement level test results;
 - f. Participation in extra-curricular activities including any offices held in school sponsored clubs or organizations;
 - g. Honors and awards received;
 - h. Teacher anecdotal records;
 - i. Disciplinary information;
 - j. Special education files including the report of the multi-disciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearings and appeals;
 - k. Any verified reports or information from noneducational persons, agencies or organizations;
 - l. Other verified information of clear relevance to the education of the student; and,
 - m. Record of release of temporary record information.

RIGHT to INSPECT and COPY RECORDS:

Parents and/or students eighteen years or older have the right to inspect and copy permanent and temporary records, but the school may charge for the cost of copying such records.

INTERPRETATION and APPEAL PROCESS:

Upon receiving a request from parent(s), legal guardian(s), or eighteen-year-old students to inspect official records, files, and data, the school administration shall assign certificated professional personnel to assist in the accurate interpretation of these records.

CHALLENGE of RECORD CONTENT:

Upon receiving request for a hearing to challenge the content of a student's records, the parent(s), legal guardian(s), or eighteen-year-old students shall be afforded such a hearing under the following conditions:

- A. Parents shall have the right to challenge any entry exclusive of grades in the school student records on the basis of:
 1. Accuracy;
 2. Relevance; and/or
 3. Propriety

- B. The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
- C. Administrative procedures for parents to challenge the contents of student records are as follows:
 - 1. An initial informal conference with the parents, within fifteen school days of receipt of the request for a hearing.
 - 2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated:
 - a. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the school.
 - b. The hearing officer shall conduct a hearing within a reasonable time, but no later than fifteen days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify parents and school officials of the time and place of the hearing.
 - c. At the hearing each party shall have the rights outlined in the Illinois School Student Records Act. See Art. 50-7 (1) through (4).
 - d. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
 - e. The decision of the hearing officer shall be rendered no later than ten school days after the conclusion of the hearing and shall be transmitted immediately to the parents and School District. It shall be based solely on the information presented at the hearing and shall be one of the following:
 - (1) To retain the challenged contents of the student record;
 - (2) To remove the challenged contents of the student record; or
 - (3) To change, clarify or add to the challenged contents of the student record.
- D. Any party shall have the right to appeal the decision of the local hearing officer to the Superintendent of the Regional Office of Education within twenty school days after each decision is transmitted. If the parent appeals, the parent shall so inform the school and within ten school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Superintendent of the Regional Office of Education. The school may initiate an appeal of its own behalf by the same procedures. Upon receipt of such documents, the Superintendent of the Regional Office of Education shall examine the documents and record, make findings and issue a decision to the parents and the school within twenty school days of the receipt of the appeal documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Regional Office of Education should seek advice from appropriate special education personnel who were not the authors of the entry.
- E. The school shall be responsible for implementing the decision of the Superintendent of the Regional Office of Education.

RELEASE of RECORDS:

Olympia Community Unit No. 16 administrators shall not permit the release of personally identifiable records or files (or information contained therein) of students without the written consent of either parent(s), legal guardian(s) or eighteen-year-old students to any individual, agency or organization, other than the following:

- A. Certified professional staff, including teachers within District No. 16 who have a legitimate educational interest and who are involved in promoting the welfare of the student.
- B. School administrators of other elementary or secondary schools in which the student enrolls or intends to enroll provided the parent receives prior written notice of the nature and substance of the information to be transferred and the opportunity to inspect, copy and challenge such information.
- C. Authorized representatives of the Illinois State Board of Education; Federal Education Agencies upon notification to the Office of the Superintendent of Public Instruction; all of the above persons, agencies or organizations desiring access to the records of the student shall be required to sign a written form, which shall be kept permanently with the file of the student. Such requests shall state specifically the legitimate educational or other interests of such persons and their right to such information.
- D. District No. 16 administrators shall not divulge, in any form, to any person, agency, or organization, other than those listed in Sections A, B, and C, any information contained in the school records, unless:

1. There is a written consent from the parent(s), legal guardian(s) or eighteen-year-old student, identifying the records to be released, the reasons for the release and to whom; under the above conditions, a copy of the records to be released may be given to the parents, legal guardian and eighteen-year-old student, if desired; or
 2. Such information is furnished in compliance with a judicial order or subpoena upon condition that the parent(s), legal guardian(s) or eighteen-year-old students are notified of all such orders.
- E. When a student reaches the age of eighteen years or is completely emancipated, the student's consent, and not that of the student's parent(s) or legal guardian(s), must be obtained on any release of records.

RECORD RETENTION:

The review of student records to verify entries and eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information shall be conducted by March 24, 1977, on all records of students enrolled on the effective date of these regulations.

Thereafter, the records shall be reviewed every four years or upon a student's change in attendance center, whichever occurs first. This section does not apply to records of students who have graduated, transferred, or permanently withdrawn prior to March 24, 1976.

No person may condition the granting or withholding of any right, privilege or benefit, 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 the Student Records Act.

Suspension and Expulsion

Exclusion of Students

It is the policy of the Board of Education to maintain in the schools an environment conducive to learning and conducive to the educational process. A student's conduct is largely a personal matter that should be maintained within limits of acceptability. However, school administrators and teachers have an important responsibility when a student's conduct intrudes upon and endangers the rights of other students to learn. Therefore, whenever it is necessary to exclude a student from the educational program or related services to protect the rights of other students, the following procedures shall be followed:

Definitions

- (A) "Exclusion" means any denial of educational services, program or transportation, as the case may be, to which a student would otherwise be entitled.
- (B) "Suspension" means an exclusion for a period not to exceed ten (10) school days or until the end of the current grading period, whichever is less.
- (C) "Emergency" means a situation where the student's presence poses an immediate or a continuing danger to persons or property or constitutes an ongoing threat of disrupting the educational process.
- (D) "Bus suspension" means an exclusion from riding a school bus for any length of time.
- (E) "Expulsion" means an exclusion for a period of more than ten (10) school days, but not beyond the end of the school year.
- (F) "Gross disobedience" and "misconduct" specifically include, but are not limited to:
 - (1) The willful refusal to obey the policies, rules and regulations of the Board of Education.
 - (2) The willful refusal to obey all reasonable written or oral instructions of a member of the administrative staff.
 - (3) The willful refusal to obey all reasonable written or oral instructions of any member of the teaching staff, designated non-certificated supervisory personnel, or bus driver.
 - (4) Willful behavior which interrupts the orderly process of school affairs.
 - (5) Conduct which is or may be physically injurious to persons or property.
 - (6) Truancy.
 - (7) Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter.
 - (8) Behavior which violates or attempts to violate a Board of Education policy, rule or regulation.

- (9) Possession, use, sale or transmittal of any alcoholic controlled substance or controlled substance or paraphernalia other than those prescribed for medicinal purposes.
- (10) Excessive unexcused absences.
- (11) Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certificated staff or school bus driver.
- (12) Tobacco on a school bus, or the school premises during the school day.
- (13) Possession of weapons or electronic signaling devices.
- (14) Theft and vandalism.
- (15) Trespassing on School Property

Suspension Authority

The Superintendent, Principal(s) and Dean of Students may suspend a student upon finding that the student has been guilty of gross disobedience or misconduct.

Emergency Suspension Authority

The Superintendent, Principal(s) and Dean of Students may suspend a student upon finding that the student has been guilty of gross disobedience or misconduct and an emergency exists. The emergency suspension shall not exceed ten (10) school days, or until hearing on the suspension or an expulsion is held, whichever is less.

Bus Suspension Authority

The Superintendent or Principal(s) may suspend a student from riding a school bus upon a finding that the student has been guilty of gross disobedience or misconduct.

Expulsion Authority

The Board of Education may expel a student upon a finding that the student has been guilty of gross disobedience or misconduct.

Suspension Procedures

- (A) Except as set forth in subparagraph (B) below, prior to the imposition of a suspension, the following procedures shall be observed:
 - (1) The suspending official shall give the student oral or written notice of the charges that constitute the student's gross disobedience or misconduct and summary of evidence, which supports such charges.
 - (2) If the student denies the charges, the suspending official shall give the student an opportunity to explain the incident.
 - (3) The suspending official shall make a finding, based upon the evidence, that the charges are supported by the evidence and a suspension is in order.
- (B) When an emergency suspension is imposed, the requirements of (A) (1), (2), and (3) above shall follow as soon as possible when practicable.
- (C) As soon as possible after the imposition of a suspension, emergency suspension or bus suspension, the Superintendent, Principal(s) or Dean of Students shall notify the student's parent(s) or legal guardian(s) of the suspension. The notification shall be in the form of a written letter to the parent(s) or legal guardian(s) which shall be sent by mail. Said letter shall be in the following format:

"Pursuant to Section 10-22.6 of the Illinois School Code and the Policies and Regulations of Olympia Community Unit School District No. 16, you are notified that (Name of Student) is/was hereby suspended from Olympia Community Unit School District No. 16 (or from riding a school bus of O.C.U.S.D. No. 16) for a period of _____ day(s). The effective date of the suspension is/was _____."

"You are advised that (Name of Student) is/was suspended for the following specific reason(s):"

"You are further advised that a copy of this notice has been/shall be provided to the Board of Education."

"You are entitled to request that the Board of Education review the suspension. Upon your request, which must be in writing and received by the secretary of the Board of Education no later than ten (10) days after the postmark of this notice, the Superintendent shall fix a time and place for a hearing to be held with the Board appointed Hearing Officer and you shall be notified accordingly."

"You shall have the right to be present at the review and you may appear and discuss the suspension with the Hearing Officer."

- (D) Upon receipt of a timely written request of the suspension, the Superintendent shall fix a time and place for the hearing before the Hearing Officer and notify the student's parent(s) or guardian(s) in writing thereof.
- (E) The suspension review shall be closed to the public and shall be conducted by the Hearing Officer in substantially the following format:
 - (1) The Hearing Officer shall first hear the statement(s) of the suspending official(s) and all other pertinent evidence.
 - (2) The Hearing Officer, the suspended student, and/or the parent(s) or legal guardian(s) may ask questions of the suspending official(s) or other witnesses concerning their statements and evidence.
 - (3) The Hearing Officer shall then hear the statement(s) of the suspended student, parent(s), legal guardian(s) or witnesses on their behalf and other pertinent evidence.
 - (4) The Hearing Officer and/or suspending official(s) may ask questions of the suspended student, parent(s), guardian(s) or witnesses concerning their statements and evidence.
 - (5) There will be no attorneys present during the review process unless each party has notified the other of legal representation at least 24 hours prior to the hearing.
- (F) The Hearing Officer shall submit to the Board a written summary of the evidence adduced during the suspension hearing and his finding(s) and recommendation(s) shall be submitted to the Board not later than **ten (10)** days after the hearing is concluded.
- (G) Within fifteen (15) days after the conclusion of the suspension hearing by the Hearing Officer, the Board shall render a decision either affirming, modifying or reversing the suspension. The decision shall be in writing and shall specify the findings upon which the decision is based. A copy of the decision shall be furnished to the student's parent(s) or legal guardian(s).
- (H) If the Board's decision is to reverse the suspension, the student shall be immediately reinstated, and any and all notations or remarks in regard to the suspension shall be expunged from all student records. All educational opportunities and services missed by the student to which the student would be otherwise entitled shall be afforded where practicable.
- (I) A student may be suspended for behavior, which is, or results from, a handicap defined in Illinois Revised Statutes, 1975, Chapter 122, Sections 14-1.01 through 14-1.07 and the Rules and Regulations to Govern the Administration and Operation of Special Education, if as a result of the behavior the student is in physical danger to himself, other students, faculty or school property.

Expulsion Procedures

- (A) The Superintendent, Principal(s) or Dean of Students are authorized to initiate proceedings seeking the expulsion of any student. However, such proceeding shall not be initiated unless said person(s) determines:
 - (1) That there is evidence that the student has been guilty of gross disobedience or misconduct, and

- (2) That suspension is not an adequate remedy.
- (B) The Superintendent shall fix a time and place for said proceedings and prepare a written "request for appearance" to be sent to the student's parent(s) or guardian(s).
- (C) The "request for appearance" shall be sent by registered or certified mail to the parent(s) or guardian(s) and shall contain the following information:
"Pursuant to Section 10-22.6 of the Illinois School Code and the Policies and Regulations of Olympia Community Unit School District No. 16, the Board of Education requests your appearance at a meeting called by the Board of Education to be held on (Date) at (Time) o'clock __.m. for the purpose of determining whether there is sufficient evidence to expel (Name of Student) from Olympia Community Unit School District No. 16."

"The meeting will be held at (Location)."

"You are advised that (Name of Student) is reported to have committed the following act(s) of gross disobedience or misconduct at the time(s) and date(s) specified."

"You are further advised, that upon written request, you will be provided with a list of witnesses who may testify against (Name of Student)."

"(Name of Student) is entitled to be represented by an advocate (including counsel) of (his/her) choosing at (his/her) own expense."

"A Hearing Officer has been appointed by the Board of Education and he/she is (Name of Hearing Officer), who will conduct the expulsion hearing."

"If you have any questions, please contact the Superintendent, telephone number (309) 379-6011."
- (D) The expulsion hearing shall be closed to the public and shall be conducted by the Board-appointed Hearing Officer.
- (E) The hearing shall conform to the following:
(1) Members of the Board may be present as observers.
(2) A tape recording or verbatim transcript of the hearing shall be made and a copy of same shall be available to the student on request at his expense.
(3) The administration/Board shall proceed first to present its evidence.
(4) The student may confront the witnesses, offer evidence and present a defense.
(5) The hearing may proceed in the absence of either party, who after due notice, fails to be present.
(6) The formal rules of evidence shall not be applicable.
- (F) The Hearing Officer shall submit to the Board a written summary of the evidence adduced during the expulsion hearing and his finding(s) and recommendation(s) shall be submitted to the Board not later than twenty (20) days after the hearing is concluded.
- (G) Upon receipt of the Hearing Officer's summary, finding(s) and recommendation(s), the Board of Education, within fifteen (15) days, shall render a decision as to whether the finding(s) are supported by the evidence and either impose or deny the expulsion. The Board's decision shall be in writing with a copy being furnished to the student's parent(s) or legal guardian(s). The decision shall specify the finding(s) upon which the decision is based.
- (H) If the Board's decision is to deny the expulsion, any and all notations or remarks in regard to the expulsion shall be expunged from all student records. All educational opportunities and services missed by the student to which the student would be otherwise entitled shall be afforded where practicable.

- (I) A student may not be expelled for behavior, which is, or results from, a handicap defined in Illinois Revised Statutes (1975), Chapter 122, Sections 14-1.01 through 14-1.07 and the Rules and Regulations to Govern the Administration and Operation of Special Education.

Truancy

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

Uniform Grievance Procedure for Students

EXPLANATION:

A grievance is a difference of opinion raised by a student or group of students involving application of the legal requirements of rights guaranteed in Board Policy 2:260 including:

Title II of the Americans with Disabilities Act

Title IX of the Education Amendments of 1972

Section 504 of the Rehabilitation Act of 1973

Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments Act of 1972

This procedure is not intended to limit the option of the district and the grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place that will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and, (5) proceed without harassment and/or retaliation.

More detailed information is available in the offices of superintendent, building principal, dean, coordinator, and guidance counselor for equal opportunity. Time limits refer to days when school is in session.

STEP I

The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the events giving rise to a grievance. An oral response must be made within five (5) days.

STEP II

If the problem is not resolved, the grievance should be referred informally to the principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

STEP III

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Director for Instructional Programs. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and the district representative within ten (10) days and a written response made within five (5) days.

STEP IV

If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent or designee within ten (10) days from the receipt of the response on Step III. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

STEP V

If the issue is not satisfactorily resolved on Step IV, the grievant(s) may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

Use of Internet

Students will have access to the Internet for educational purposes and may utilize this tool with the permission of a faculty member or building administrator and the signed consent of the "Internet Use Agreement" policy by a parent/guardian. Students with access to the Olympia Electronic Mail System will abide by the guidelines of the Internet Usage Agreement.

Visitors

All Visitors

All visitors including Olympia personnel not regularly assigned to the building must report to the school office. While the school welcomes parents and other adults who wish to visit the school, we ask that children not enrolled here refrain from visiting during classes. Parents or others wishing conferences should schedule a meeting time with the teachers. No teacher should be expected to take time away from the class for a conference except in an emergency.

Registered Sex Offenders

Any person required to register as a sex offender pursuant to the Illinois Sex Offender Registration Act, 730 ILCS 150/1 et seq., and any "child sex offender" as defined in Section 11-9.3 of the Illinois Criminal Code, 720 ILCS 5/11-9.3, shall not, at any time when a person under the age of eighteen (18) is present: (1) enter onto school property; or (2) loiter on a public street or other public way within five hundred (500) feet of school property unless: (1) such sex offender is the parent or guardian of a student who is present on school property; or (2) such sex offender has received advance approval from the Superintendent or School Board to be present on school property.

Any such sex offender who is permitted to come onto school property, either by the Superintendent or Board, must report to the office of the building principal immediately upon his or her arrival and departure from school and, if present in the vicinity of any child, must remain at all times under the direct supervision of the building principal or other designated school official. In cases where advance approval is granted, the Superintendent or Board President shall inform the appropriate building principal, or his or her designee, that the sex offender will be present and advise of the nature and hours of such person's presence on school property. The District shall notify the appropriate law enforcement authorities immediately if any such sex offender violates this Policy.

As used herein, "school property" includes the District's school buildings and school sites, vehicles used to transport students to and from school and school-sponsored events and any other property either owned or leased by Olympia.

Withdrawal from Olympia C.U.S.D. NO. 16

If you should move out of this school district and plan to transfer to another school, please notify the office. A transfer form will be issued to take to your new school (Form ISBE 33-78 - Good Standing).

These rules apply while students are in school, on school grounds, on school buses, at school-sponsored and related activities, whether or not on campus and whether held before or after school, on evenings or weekends. Students who violate this rule will be subject to suspension and possible recommendation for expulsion.