

The mission of the Olympia School District is to inspire, educate, and challenge each student to achieve personal excellence.

Olympia Middle School's mission is to provide a student-centered curriculum with an equal partnership of school, home and community. The faculty and staff will nurture a caring environment that builds self-worth through intellectual, aesthetic, emotional, physical, and social experience for lifelong learning.

A NOTE TO PARENTS

A good education originates in the home. Parents/Guardians are a child's first teacher and should develop in him/her good behavior habits and proper attitudes toward school.

Parents/Guardians should:

- Recognize that the teacher's role is similar to the parents while the child is in school.
- Teach the child respect for law, authority, the rights of others, and for private and public property.
- Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- Work with the school in carrying out recommendations made in the best interests of the child, including discipline.
- Talk with the child about school activities; show an active interest in his/her report cards and progress.

Your interest and support at home are important to your child and greatly appreciated by his/her teachers.

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. This handbook in latest version maybe amended during the year without notice, and is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook. The Board's comprehensive policy manual is available for public inspection through the District's website www.olympia.org.

ACADEMICS

ENTRY & WITHDRAWAL

All 5th grade students who have successfully completed the prescribed course of study and have been promoted by their Building Principal are automatically enrolled at the completion of their 5th Grade year.

Parents/Guardians of all other students should contact the Main Office to make an appointment to enroll their student. Enrollment is not guaranteed, and is dependent upon the successful completion of the required documentation and the approval of the Building Principal.

Parents/Guardians wishing to withdraw their student should contact the Main Office to make an appointment to do so.

EDUCATIONAL PROGRAM

Olympia Middle School offers an educational program under a "traditional" schedule. Course offerings include Core classes:

Language Arts	Reading	Health	Science
Mathematics	Social Studies	Physical Education	Encore

Music is the only elective offered at OMS and is offered either during a student's Encore period or Home Base. See the section below regarding the procedure for adding/dropping Band and/or Chorus.

PHYSICAL EDUCATION

All students are required to wear appropriate clothing during P.E. Uniform shirts are available for purchase at the school for those students who do not already have one. Below are the acceptable items that can be worn in P.E.:

- Uniform shirt
- Shorts (blue, white, gray, or black)
- Sweat clothes may be worn in cool weather.
- Athletic shoes and socks

During swimming, girls are required to wear one-piece swimsuits or a two-piece swimsuit that covers their mid-section. Boys are required to wear short-style swimming trunks. Students in violation of P.E. dress code will lose their dress points for the day and may not be allowed to participate in class, which will affect their overall grade. Showers are available for student use and towels must be provided by the student. To promote good personal hygiene, students are responsible for taking their P.E. clothes and towel home to be laundered on a regular basis. Padlocks will be provided by the school. Any lock not returned will result in a five dollar replacement fee.

The school code of the State of Illinois requires every student to participate in the physical education program unless specifically excluded by regulations established by the legislature. In complying with this law and knowing the physical, emotional and social values to be gained by participation in a good physical education program, the school requires **written statements** for temporary or extended excuses from this class. Students temporarily excused from physical education activity must still report to their regular physical education class. The school cannot excuse anyone from physical education attendance, but a limited program can be given to those who are under doctor's orders.

BAND AND CHORUS

It is the feeling of the music staff that the grades earned in Band and Chorus reflect several areas:

- Attendance in class
- Class participation - willingness to improve
- Attendance at all required functions, such as concerts and contests (*See Attendance -Excused Absences; Items 1 - 6 on page 17*)

The fee for Band/Chorus is covered under the Extra Curricular Use Fee. This fee will not be collected at the time of registration, but will be billed separately at a later date. Students wishing to add or drop Band and/or Chorus may do so only during the first week of a grading period and only with the **written consent from a parent**. Students who transfer into Band and/or Chorus class can be removed and placed back into their Encore class if behavior and/or attendance problems occur.

HOMEWORK AND ASSIGNMENT CALENDAR

Homework is essential to the learning process and teaches responsibility while providing experience in the academic discipline being studied.

The homework assignments your child brings home are an important part of his/her education. Homework provides your child with opportunities to develop good study habits, practice newly acquired skills, and learn responsibility. Each student will be provided with an assignment calendar to assist with this process. Parents have the right to use this Assignment Calendar as a communication link with their child's teachers.

We look forward to working with you to make homework a positive learning experience for your child. If you have any questions about the homework policy or requirements, please don't hesitate to call the school.

GRADING SYSTEM

Student academic achievement is assessed in terms of the attainment of appropriate measurable specific skills, which are in alignment with state and local learning standards and determined by the Board approved Curriculum Document, to be the student's instructional goals and objectives. Student academic achievement is assessed in terms of standardized criterion-referenced test scores, letter grades, and/or other assigned numerical criteria

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

Letter Grade		Percentages	GPA
A	Superior	94-100	4
B	Above Average	86-93	3
C	Average	77-85	2
D	Below Average	70-76	1

F	Failing	Below 70	0
P	Passing		
I	Incomplete		

Report cards will be posted online four times a year. Student progress reports will also be posted four and one half weeks through the grading period. During the fifth week of each grading period students are to be notified of a failing grade in a class or a drop of two grade points in any grade.

REPORT CARDS AND REPORTING TO PARENTS

Report cards will be posted online four and one half weeks through each term and at the conclusion of each term. Please feel free to contact school personnel when questions arise.

Parent(s) and/or guardian(s) shall be informed of their child’s progress in school at regular intervals, but at least 4 times a year. Upon request, non-custodial divorced or separated parents will be informed of their child’s progress in school at regular intervals unless a court order requires otherwise. All grades and symbols will be appropriately explained. Grading will not be used for disciplinary purposes. Grading will be based on improvement, achievement, and capability. Parents will be notified when a student’s performance requires special attention.

The following methods will be used to communicate with parent(s) and/or guardian(s):

- Parent-teacher conferences will be conducted on a regular basis and may be scheduled on different days and at different times to accommodate the various grade levels and attendance centers.
- Additional methods of reporting, such as open house, parent education meetings, and newsletters, shall be the responsibility of the building principal.
- Interim reports, through which teachers contact parents to impart information or to arrange a conference when teachers believe additional information should be shared, shall be encouraged. Teachers shall make every effort to be available to meet with parent(s)/guardian(s) at a mutually agreed upon time.
- Certified letters will be sent to the parents notifying them of the principal’s decision to retain the child.
- Regular review of your child’s academic progress is also available through Skyward’s Family Access system. Parents may get their Family Access passwords by contacting the Middle School office.

POSITIVE RECOGNITION & HONOR ROLL REQUIREMENTS

The staff and administration believe it is important that there be recognition for academic achievement and/or positive behaviors. With this idea in mind, periodic assemblies/activities will be planned for students.

A recognition system for academic achievement for students encourages students to work hard and achieve recognition from their scholastic pursuits. The emphasis will be on continuous improvement for students to reach their goal. Students attaining the Honor or High Honor Roll will be recognized at the completion of each grading period.

High Honor Roll: 4.00 Grade Point Average (Straight A’s)

Honor Roll: 3.50 Grade Average consisting of all A’s and B’s

PROMOTION, RETENTION, AND REMEDIATION

Decisions regarding placement, promotion, and retention shall be made in the best interests of the student after careful evaluation of the advantages and disadvantages of alternatives. When any alteration in a student’s normal progression through school is contemplated, all factors must be considered. Quantitative measures such as age, physical size, ability and level of academic achievement shall be supplemented by a qualitative (teacher observation, school records, and other documentation) assessment of the student’s motivation, self-image, and social adjustment. Students shall not be promoted solely for social reasons. The final decision for retention rests with the building principal in collaboration with the building student support team.

EIGHTH GRADE PROMOTION CEREMONY CRITERIA

Eighth grade students must achieve a **cumulative (sixth through eighth grade)** passing grade point average for the time they attend Olympia Middle School. Students’ progress will be evaluated at the end of the first semester of their eighth grade year. Students at risk of not meeting this criteria will be notified. At this time, a team of teachers and the building principal will meet with a student to establish goals that, if achieved, will enable him/her to be considered for participation in the Promotion Ceremony.

Discipline referrals and attendance will also be taken into consideration when considering a student's participation in the Promotion Ceremony.

All final decisions regarding participation in the Promotion Ceremony will go before a committee of staff members including the OMS School Instructional Leadership Team and the OMS Guidance Counselor. An exception may be made regarding a student's participation in the Promotion Ceremony by the committee, but the final decision rests with the building principal.

ACTIVITIES

OLYMPIA ACTIVITY CODE (REVISED 6-11-02)

This Activity Code is adopted by the Board of Education of Olympia Community Unit School District #16 to apply to students in activities in grades 6-12. This policy applies in addition to other policies concerning student conduct and imposes additional requirements on students in activities. It is intended to promote the health and safety of students and to encourage the development of self-discipline and self-control in these students' activities. The Board finds those attributes to be necessary to make participation in activities successful and rewarding for individual students as well as for the teams on which they participate.

The Board finds that students who participate in activities are perceived by students and the public as representatives of the school and other students. They are provided certain privileges and services not available to other students. The Board determines that it is necessary for the maintenance of discipline and to promote exemplary conduct that additional and unique rules apply to activities and their participants.

The Board has determined that participation in activities is a privilege, not a right. If a student fails to comply with the rules and requirements set forth in this policy, the privilege to participate in activities may be lost in accordance with this policy.

The rules set forth in this policy apply to the student, commencing with entrance into the sixth grade, and continue to apply to the student until the completion of the student's high school career. These rules apply both in and out of season of the activities in which each student participates, during summers, holidays, and vacations, on and off campus, and whether or not misconduct occurs at a school or school-sponsored activity.

I. Definitions

Student Participant - a boy or girl in high school or middle school who participates in any of the following high school or middle school extra-curricular activities – all athletic teams, cheerleading, pompons, speech, group interp., marching band, flags, jazz band, IHSA/IESA concert band, IHSA/IESA concert chorus, show choir, chamber choir, madrigal, school plays, scholastic bowl, and chess. Suspension – suspension means loss of the privilege to participate in contests or activities. During suspension the student will only be allowed to practice at the discretion of the coach/sponsor and under the direct supervision of the coach/sponsor. Also, the student may be required, as determined by the coach/sponsor, to attend all games, contests, or performances during the suspension. In addition, the student will not be allowed to attend any other school-sponsored extra-curricular contests, performances, or dances either at home or away as a spectator for the duration of the penalty (or 30 days in the case of a calendar year suspension).

II. Required Forms

Students desiring to participate in activities are required to have on file in the activities director's office the following fully completed forms: Activities Permit Card – signed by a parent or guardian indicating the parent's permission for the student to participate and signed by the student indicating that he/she agrees to abide by the provisions of the Activity Code and the IHSA/IESA Eligibility Rules.

In addition, athletics require:

Physical Examination – results of a current physical examination completed within the last twelve- (12) months indicating that a medical doctor deemed the student physically able to participate. A student will NOT be allowed to begin a sports season unless his/her physical is valid through the ENTIRE season. (Ex. Water polo state finals are June 12. A student's physical expires June 1. The student will not be allowed to begin the water polo season until a new physical is acquired.)

III. Training Rules

Coaches/Sponsors have the authority to make and enforce team/activity rules and regulations. Students need to be made aware of such rules and regulations before participation in that sport or activity. Such rules and regulations can include, but are not limited to grooming, excused/unexcused absences, grades (beyond the school policy), and sportsmanship. Coaches/Sponsors have the authority to impose discipline they deem appropriate with regard to activities, in their discretion, for viola-

tion of school rules or team/activity rules and regulations. Students shall be orally notified of any penalty to be imposed for violation of team/activity rules, but students shall be permitted to meet with the coach/sponsor to discuss the situation prior to the time the penalty is imposed.

A. Prohibited Conduct

Use, possession, distribution, purchase, sale, or being under the influence of alcohol, illegal drugs, or look alike drugs, or knowingly being in attendance at gatherings where these substances are used or possessed by minors; and the use, possession, distribution, purchase, or sale of tobacco or drug related paraphernalia at any time during the calendar year is prohibited. Consequently, students who are in attendance and aware of illegal alcohol or drug use at a gathering and do not leave immediately, will be considered in violation of the code. Any conduct defined as gross disobedience or misconduct defined as gross disobedience or misconduct in the student handbook or the policies of the Olympia School District is prohibited. Stealing of any equipment or the property of others is prohibited. Any commission of a criminal offense AT ANY TIME DURING THE CALENDAR YEAR is prohibited. Conviction of a criminal offense is conclusive evidence that the student committed the offense. Other evidence may also demonstrate that an offense occurred, but mere arrest and charge are insufficient in and of themselves to show that the student committed the offense.

B. Penalties

Except as provided below, the first (1st) violation of III. Training Rules, A. Prohibited Conduct, #1-4 shall be punishable by a suspension range of 20%-50% of the scheduled contests/performances in that season.

In assessing the penalty, if the number of contests comes to a decimal point less than 0.5, the penalty will be rounded down. If the number of contests comes to a decimal point is equal to or more than 0.5, the penalty will be rounded up. For example, if 35% of the scheduled contests is the penalty assessed by the Activity Code Committee, and 35% of the season is 4.3 contests/performances, the penalty will be 4 contests/performances. If 35% of the season is 4.6 contests/performances, the penalty will be 5 contests/performances. A minimum penalty of 1 contest/performance will be assessed.

If the remaining contests do not permit the full penalty to be imposed in that season, the penalty will be carried over and applied to the participant's next activity. For example, the penalty is 5 contests/performances, but only 3 contests/performances remain, the remaining percent will be assessed in the next activity.

If the student-participant quits the next activity, or is removed from the team by the coach/sponsor, the remaining percent of the original penalty will carry over to the next activity.

A subsequent violation of III. Training Rules, A. Prohibited Conduct, #1-4 within one calendar year (365 days) from the occurrence of the first (1st) violation shall be punished by a suspension from all activities for a period of ONE CALENDAR YEAR (365 days). The penalty will be imposed on the day the Activity Code Committee renders its decision and run for one calendar year (365 days). Upon the request of the student the Activity Code Committee, as provided below may review the suspension after six (6) months. If the Activity Code Committee determines that a first violation of III. Training Rules, A. Prohibited Conduct, #1-4, is flagrant, it may impose a penalty as if the violation were a second violation.

The Activity Code Committee may require, at the expense of the student, an assessment and/or counseling before a student is allowed to return to participation. Proof of the assessment and/or counseling must be provided to the Activities Director.

The punishments set forth in III. Training Rules, B. Penalties, #1-4 above may be modified on a case by case basis under the discretion of the Activity Code Committee.

C. Request for Help

Any student who voluntarily admits to a problem which is a violation of the Activity Code and comes forward desiring help in seeking treatment, before a known violation of the Activity Code, under the discretion of the Activity Code Committee may be exempt from 1st offense penalties through completion of a treatment program approved by the committee and/or counseling at their own expense.

D. Violation Procedures

If a member of the Administration receives information or reports from any source that a student has violated any of the training rules as provided in this Code, he/she shall promptly investigate the charge. If there is sufficient evidence to believe a violation may have occurred, the Administration shall: Interview the student notifying them of the charge and requesting a response. If the student denies the charge, give an explanation to the student of the evidence and facts leading to the charge; and Give the student an opportunity to respond or present an explanation of the event. If the member of the Administration determines the allegations are true, the Administration may temporarily suspend the student from participation in the activities program until a meeting of the Activity Code Committee is convened. The Administration shall notify the student's parent(s) or guardian(s) of the violation and of the meeting of the Activity Code Committee. Within one (1) week of the Administration's action, a meeting of the Activity Code Committee shall be convened. The Activity Code Committee shall consist of coaches/sponsors who will be appointed by the administration with representatives from the se-

lected areas listed below. Any coach/sponsor of these activities will be considered for appointment. The Activity Code Committee shall consist of the Activities Director and a representative of each area listed below. The High School or Middle School Administration and the coach/sponsor of the activity the student was involved in are invited to attend as non-voting members.

Beginning in the 1995-96 and then subsequent three (3) year terms:

<u>1 year term</u>	<u>2 year term</u>	<u>3 year term</u>
Fall HS Athletics	Winter HS Athletics	Spring HS Athletics
Winter MS Athletics	Spring MS Athletics	Fall MS Athletics
HS/MS Cheer/Poms	HS/MS Sch Bowl/Chess	HS/MS Speech/Drama
HS/MS Band/Chorus		

The purpose of the Activity Code Committee shall be to determine whether or not the student committed the misconduct and if so, what penalty is appropriate for the violation. A quorum of seven (7) members is needed to make decisions concerning violations.

The Activity Code Committee shall consider any relevant evidence, including any aggravating or mitigating factors, in determining what penalty is appropriate. The student and/or the student's parent(s) or guardian(s) shall be given an opportunity to address the Activity Committee. The penalty imposed by the Activity Code Committee shall be in accordance with Part B.

If the student disagrees with the finding of the Activity Code Committee, the appeal process is the same as any student suspension, which is detailed in the student handbook.

ELIGIBILITY

Eligibility to participate in any extracurricular activity governed by the I. E. S. A. will be determined by Sections 3.022 through 3.0223 of the I. E. S. A. rules. A student must be passing in all of his/her subjects. The grades of students must be checked weekly by Friday or the last day school is in session that week. The eligibility period covers the following Monday through Saturday. Grades are accumulative for the school's nine week grading period. If a student is found to be ineligible on Friday (or the last day school is in session), he/she may participate that night. The ineligibility starts the following Monday and extends through the following Saturday. A weekly check list must be kept in the principal's office. The above policy shall include extracurricular activities in the local school district not governed by the I. E. S. A.

Any student reported by a teacher on the weekly eligibility as currently receiving a failing grade in any subject for the grading period will be ineligible to participate in all interscholastic activities for the following week. (Monday - Saturday) Any student who carries an **F** in any given subject for **three consecutive weeks**, may be dropped from that activity. If allowed to continue participating in that activity, they will be expected to attend and participate in all practices. However, pursuant to IESA policy, they will not be allowed to participate in any event governed by the IESA. Any student who is dropped from an activity will not be eligible to re-enter that activity during that school year.

Suspension and/or dismissal from any extracurricular activities may result from serious infraction(s) of any general school policy, attendance, classroom attitude, missed practices, bus behavior, etc.

All members of extracurricular activities are expected to dress neatly and be groomed appropriately for all home and out of town contests.

Always show proper respect for all of those in authority: game officials, school administrators, coaches, and other adult personnel.

ATTENDANCE

ATTENDANCE

Student attendance is not only compulsory under state law but is a necessary requirement for academic success in school. Students who are absent without valid cause jeopardize their ability to maintain passing grades, meet course requirements, and be promoted to the High School with their class.

Therefore, students will be allowed only 4 absences from school during any 9-week term. After a student has accumulated 4 absences from a class (excused or unexcused), his/her parents will be required to provide documentation verifying the need for the student's absence. Once a student has accumulated 4 absences, a notification letter will be sent from the Main Office. All further absences will be identified as Unexcused without appropriate documentation. Documentation for medical reasons will only be accepted from the student's physician (notes from parents are not sufficient), and must clearly state the reason for the absence and the duration for the absence.

Students who continue to accumulate absences without supplying the appropriate documentation are subject to disciplinary consequences. The consequences are listed below:

1st and 2nd Unexcused Absence- 2 Hour After School Detention

3rd and 4th Unexcused Absence- Saturday Detention from 8:00 a.m until Noon

Unexcused Absences above 4- Out of School Suspension

In addition, a Truancy Report may be made to the Regional Office of Education.

Students who continue to accumulate absences may be recommended to the SAVE Program, the Regional Alternative School, and or for Expulsion.

Adherence to this policy can only be waived by the Principal.

TARDINESS

Tardiness is disruptive to a classroom situation and represents a willful attitude on the student's part to not follow his or her schedule. A student who is late to class due to arriving at school after it begins or who lingers in the halls or other area after class starts is considered tardy. The only exception to this is if the student is late as a result of the bus being late. Oversleeping, missing the bus, arriving late by car with a high school student, or other excuses will not be accepted. Students who accumulate an excessive number of tardies are subject to disciplinary consequences which are outlined below.

Tardy Consequences

1st and 2nd Tardy- Verbal Warning From Teacher

3rd through 5th Tardies- 1 Hour After School Detention

6th and 7th Tardy- Saturday Detention from 8:00 a.m until Noon

8th Tardy and Above- Out of School Suspension

ABSENCES

The Board of Education believes that an educational system is organized on the basic premise that all students shall regularly attend school. When a student is absent, the absence shall be treated as Excused or Unexcused.

EXAMPLES OF EXCUSED ABSENCES:

Personal Illness Bereavement Quarantine Family Emergencies Observance of Religious Holidays Written Requests Approved in Advance by the Administrator

EXAMPLES OF UNEXCUSED ABSENCES:

Oversleeping

Missing the bus

Working

TRUANCY

Truancy is defined as unauthorized absence from a class or classes. **This includes arriving late to school for an unexcused reason.** If a student is truant, the following consequences will be applied:

1st Incident - If truant one-half day or more, a Saturday Supervised Study and parent/guardian contact will result. Reports to proper law enforcement agencies may be made as well.

2nd Incident - A Saturday Supervised Study assignment(s) or suspension will result. Parent /guardian conference may be required in most cases. Reports to proper law enforcement agencies may be made as well.

The required procedure of notifying the Regional Office of Education with an initial truancy petition will take place on the sixth offense, and a chronic truancy petition will be filed when the student has been truant 10% of the last 180 consecutive school days.

PROCEDURE FOR REPORTING AN ABSENCE

When a student is absent, the parent must call the main office at 309-379-5941 before 8:00 a.m. For hours when the school office is closed, you may call the school and leave a message about your child's absence. If the parent does not call, the parent will be called by the school at home, work, or at their emergency telephone number. This is due to state requirements for attendance records.

Parents who do not call the school are required to send a note the next day with their child stating the reason for the absence **OTHERWISE THE ABSENCE SHALL BE CONSIDERED UNEXCUSED.**

Students arriving or leaving during school hours must report to the office first. The principal may require a doctor's note for excessive

absenteeism. Students who are tardy to school must report to the office for a tardy slip before reporting to their scheduled class.

ARRANGING FOR MAKE UP WORK

Requests for make-up work should be made when an absence is reported. Requests for make-up work made after 12:00 P.M. cannot be guaranteed. It is required that make-up work be completed within the number of days equal to the absence.

MAKE UP WORK AND GRADING EXCUSED - Students who have excused absences are expected to make up the work and shall receive full credit for such work. It shall be the responsibility of the student to make arrangements for the make-up work. It is required that make-up work be completed within the number of days equal to the absence.

PRE-ARRANGED - Students who have pre-arranged absences must have all work that was provided to them prior to their absence made up and prepared for class **the day they return**. All other work falls under the policy for an Excused absence.

UNEXCUSED/TRUANCY - Since attendance and participation in class are necessary for academic achievement and since an unexcused absence is a demonstration of lack of effort; students who have unexcused absences will be required to make up work they missed.

COMMUNICATION

OLYMPIA C.U.S.D. #16 SCHOOL-PARENT COMPACT

The school's responsibilities are to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's student academic achievement standards by doing the following:

- Teach the objectives that are aligned with the Early Learning State Standards
- Use multiple resources to support instruction
- Monitor student achievement frequently through multiple assessments
- Provide interventions when needed in a timely manner
- Provide enrichment when needed in a timely manner
- Provide a safe and effective learning environment
- Hold parent-teacher conferences where this compact will be discussed as it relates to student achievement
- Provide parents with reports regarding student progress
- Provide parents with ongoing, reasonable access to staff through one or more of the following:
 - E-mail and other written communication
 - Conferences upon request
 - Phone calls
- 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 are to support their children's learning by:

- Monitoring attendance
- Participating in decisions relating to the education of their children
- Ensuring 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

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 the following:

- Whether or not the teacher has met state certification requirements,
- Whether or not the teacher is teaching under emergency or provisional status,
- The bachelor's degree major of the teacher 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.

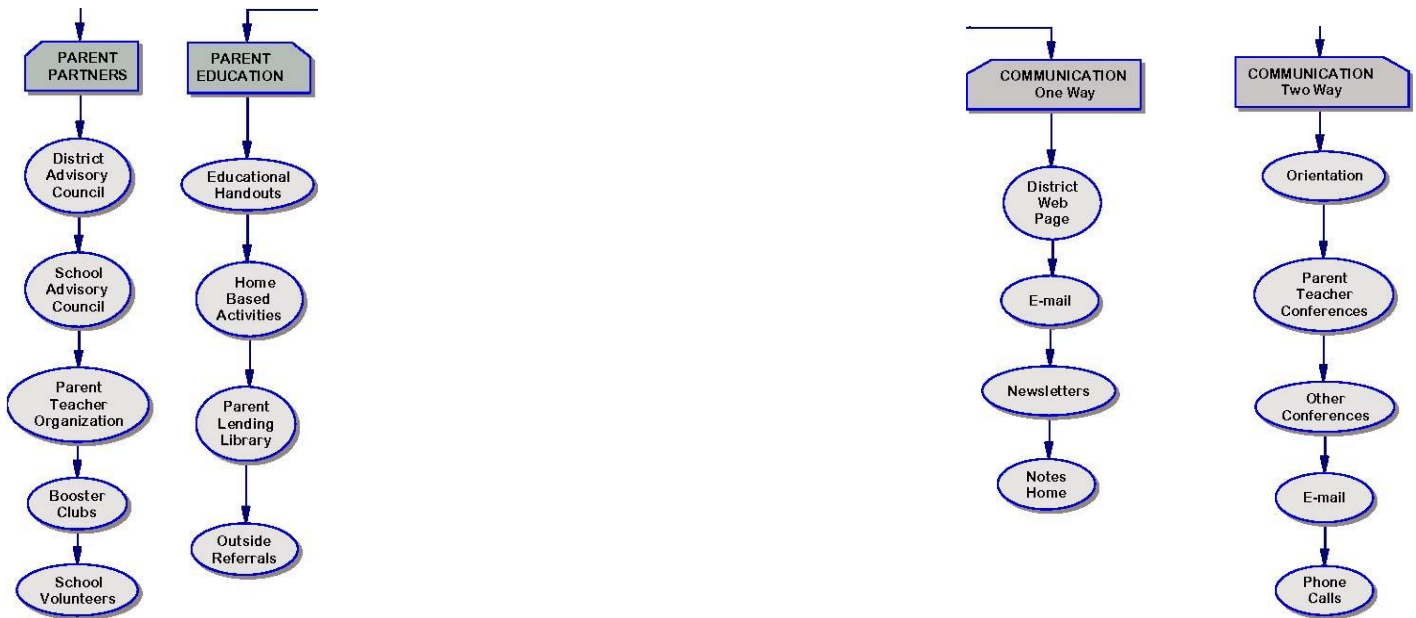
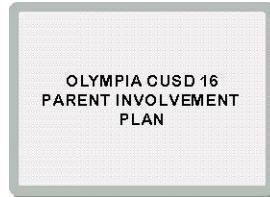
If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have questions, please feel free to contact your building principal.

GUIDANCE & COUNSELING

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

PARENT INVOLVEMENT PLAN

In accordance with Olympia Board of Education Policy 8:95 the following flowchart represents the Olympia CUSD #16 Parent Involvement Plan:



CONFERENCES WITH TEACHERS

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.

Time is set aside twice a year for Parent Teacher Conferences. These occur in the Fall and in the Spring.

NEWS INFORMATION

Please check the Olympia Review newspaper (where available), the school website, and the Olympia Middle School Newsletter for announcements about your school.

EMERGENCY SCHOOL CLOSING

Severe weather may force school closings, late starts or early dismissals and will be announced on:

- | | | |
|-----------------------------|-----------------------|---|
| WJBC radio - 1230 AM | WBNQ radio – 101.5 FM | WGLT radio – 89.1 FM & 103.3 FM |
| WBWN radio – 104.1 FM | WMNW radio – 96.3 FM | WAND-TV Channel 17 – Decatur |
| WEEK-TV Channel 25 – Peoria | | Olympia website: www.olympia.org |

The district's automated School Reach service will also notify families of school closings, late starts, and early dismissals. Please notify the school if your contact information changes in order to ensure School Reach calls get to you.

FACILITIES

RESPECT FOR EQUIPMENT AND FACILITIES

Each student is expected to assume responsibility for the care of all school property. Students who damage property are responsible for paying for the damages. Damage of a malicious nature will be considered a serious disciplinary matter.

SAFETY

Teachers are to give instructions on fire and weather protection. The evacuation and shelter routes will be posted in each room.

SAFETY DRILL PROCEDURES AND CONDUCT

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

LOCKERS

The lockers are property of the school. The school allows all students free use of a hall and gym locker. In order to protect belongings, **each student should keep their locker locked at all times.** Personal possessions brought to school are the responsibility of the student. It is important for students to keep **their locker combinations confidential** to avoid having someone else enter their locker without their permission and to avoid lost or stolen possessions. Periodic locker inspections will be conducted. Students are required to provide the lock for their gym locker. Locks for this purpose will be available for purchase from the school.

MEDIA CENTER

All print materials may be checked out from the media center. Reference books and magazines may be checked out overnight and returned by the last period of the following day. At the end of the school year a fine will be assessed for lost books, magazines and materials. A note will come home with the student's report card if they have lost an item from the media center.

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 the business manager, 309/379-6011.

PESTICIDE APPLICATION PROCEDURES

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 4 days 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 Middle School Office.** Submit it to the principal of the school the student is attending, with the principal forwarding a copy to Mr. Andrew Wise, Business Manger, 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's Business Manager at 309-379-3303.

HEALTH

PHYSICAL EXAM AND IMMUNIZATION POLICY

Below are the requirements for students attending Olympia Middle School:

Sixth Grade Students

All students entering sixth grade will be asked to present a current physical examination and immunization record. Physical examinations and immunization records 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, 2008 2011, your child will be excluded from school.** DUE DATE IS OCTOBER 15TH.

Sixth Grade Students

All students entering sixth 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.

New Students Transferring From Out of State or Out of Country

All students entering Olympia Middle School from out of state or country will be asked 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 sixth grade will be asked 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, 2009 2011, 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.) **A new law effective January 1, 2008 requires an eye examination for all students entering an Illinois School for the first time.** DUE DATE IS OCTOBER 15TH.

Exceptions to this policy are:

- Students who have a signed physician's statement of a medical reason which would prevent immunization.
- Students with a signed parent/guardian statement explaining the objections to immunization based upon the family's religious beliefs. Exceptions will not be made for those students who have made an appointment with a physician after the first day of school.

All students new to the District who are first time registrants shall have 30 days from the date of registration to comply with the immunization and physical exam requirements. If you have any questions regarding this policy, please contact the school office.

MEDICATION

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed **School Medication Authorization Form** is filed. This form shall be completed by the student's parent(s) or guardian(s) and physician as directed above and shall be on file in the nurse's office. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.

All medication must be checked in at the office of the school nurse. Parents or legal guardians may come to school on a daily basis to administer medication until the **School Medication Authorization Form** has been submitted.

If medication for asthma is to be self-administered by the student, the **Asthma Self-Administration Form** and the **Parent Agreement for Child to Carry Asthma Medications Form** must be completed.

Copies of the **School Medication Authorization Form**, **Asthma Self-Administration Form**, and the **Parent Agreement for Child to Carry Asthma Medications Form** are available at the end of this handbook.

ILLNESS AT SCHOOL

If a student becomes ill or is injured at school, he/she should report to the Main Office and the parents will be called if the student needs to leave the school. Parents are asked to be sure 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.

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). Infested children are prohibited from riding the bus to school to be checked for head lice.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

For information on home or hospital instruction, contact the Middle School office.

SCHOOL AND DISTRICT POLICIES

ALCOHOL AND DRUGS

No student shall possess, use, deliver, sell, transmit, or attempt to possess, use, deliver, sell, or transmit any alcoholic beverage, any prescribed drug, non prescribed drug, any illegal drug including marijuana, any anabolic steroid, any prescription drug used in a manner inconsistent with the prescription or prescribing physician's instructions, drug paraphernalia including bong, pipes, wrapping papers, or any other substance which the student believed or represents to be any of the foregoing including but not limited to look-alikes.

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. PLEASE NOTE: Only medications necessary to maintain the student in school and given during school hours will be administered. Students are NOT permitted to carry any medications on their person during the school day without the permission of the Nurse's office or principal. Students who choose to carry medication (prescribed or over-the-counter, legal or illegal) on their person during the school day are subject to strict disciplinary action. Students who sell or give their medication to other students on school grounds are subject to expulsion.

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 these rules will be subject to suspension and possible recommendation for expulsion.

ATTENDANCE AT AFTER SCHOOL EVENTS

Once a student leaves a school activity (dances, sporting events, etc) he/she will NOT be readmitted to the activity and must leave the school grounds. Violators will be subject to arrest for trespassing.

BULLYING & AGGRESSIVE BEHAVIORS

Use of abusive or demeaning language or aggressive behaviors (i.e. use of violence, force, noise, coercion, threats, intimidation, bullying or electronic (cyber) 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. The school will protect students against retaliation for reporting incidents of bullying or intimidation and will take disciplinary action against any student who participates in such conduct.

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

DANGEROUS WEAPONS

A student who uses, possesses, distributes, purchases, or sells an explosive, firearm, knife, pellet or BB gun, toy gun, or any other object that can reasonably be considered a weapon shall be expelled for a least one calendar year. This applies to school property and school events on and off campus. Additional examples of items that are considered weapons are rifles, shotguns, brass knuckles, billy clubs, or lookalikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, or pens may also be considered weapons if used or attempted to be used to cause bodily harm. The School Board may modify the expulsion requirement on a case-by-case basis.

DISCIPLINARY PROCEDURES

When a student commits any disciplinary infraction, his or her parent or guardian will be notified when school officials determine such notification is warranted. A copy of a discipline referral will be sent home with the student. Students who engage in misconduct are subject to further discipline, including detentions, Saturday School, or suspensions. Students guilty of committing gross disobedience or misconduct, including violation of school rules, truancy, behavior interrupting the orderly process of school affairs and repeated misbehavior, are subject to out of school suspension or expulsion.

Removal from class for disciplinary reasons is a serious matter. A teacher may remove a student from a class for disciplinary reasons for one class period at a time. Students removed from class must report immediately to the principal with a completed referral from the teacher. A pre-disciplinary conference will be held with the principal following the issue of that discipline report at which time the student will be allowed to present his/her version of the incident.

Detentions will be assigned to students who are in violation of school rules and will be served after school. Students who fail to follow the guidelines as established will be subject to further disciplinary action.

Saturday School will be scheduled as needed and will run from 8:00 a.m. to 12 o'clock noon. Students may be assigned to Saturday School in lieu of being suspended from school at the discretion of the Principal. Students who fail to report to Saturday School or violate the established guidelines will be subject to further disciplinary action. In and Out of School Suspensions may also be issued to students who fail to complete an assigned Saturday School.

EXCLUSION OF STUDENTS

It is the policy of the Board of Education to maintain in the schools an environment conducive to the educational process. School personnel may impose discipline occurring on or off school grounds, during school events, on school time, or any other time when the underlying conduct may be disruptive or interfering with the school activities or the rights of other students or school personnel when the underlying conduct may have a negative effect on the discipline or general welfare of the school or when a reasonable purpose for the imposition of such discipline can be shown. 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 more than two calendar years.
- (F) "Gross disobedience" and "misconduct" specifically include, but are not limited to the following examples:
 - The willful refusal to obey the policies, rules and regulations of the Board of Education.
 - The willful refusal to obey all reasonable written or oral instructions of a member of the administrative staff.
 - The willful refusal to obey all reasonable written or oral instructions of any member of the teaching staff, designated non-certified supervisory personnel, or bus driver.
 - Willful behavior which interrupts the orderly process of school affairs.
 - Conduct which is or may be physically injurious to persons or property.
 - Truancy.
 - Repeated minor incidents of misbehavior which other disciplinary measures have failed to deter.
 - Behavior which violates or attempts to violate a Board of Education policy, rule or regulation.
 - Possession, use, sale or transmittal of any alcoholic controlled substances or controlled substance or paraphernalia other than those prescribed for medicinal purposes.
 - Excessive unexcused absences.
 - Behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certified staff or school bus driver.
 - Use/Possession of tobacco on a school bus, or the school premises during the school day.
 - Possession of weapons or electronic signaling devices.
 - Theft and Vandalism
 - Setting false fire alarms
 - Trespassing on school property. (Entering property without justification and/or permission.)
 - Extortion

SUSPENSION AUTHORITY

The Superintendent or Principal may suspend a student upon finding that the student has been guilty of gross disobedience or misconduct.

EMERGENCY SUSPENSION AUTHORITY

The Superintendent or Principal 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 suspension or an expulsion is held, whichever is less.

BUS SUSPENSION AUTHORITY

The Superintendent or Principal 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), prior to the imposition of a suspension, the following procedures shall be observed:
- The suspending official shall give the student oral or written notice of the charges which constitute the student's gross disobedience or misconduct and a summary of evidence which supports such charges.
 - If the student denies the charges, the suspending official shall give the student an opportunity to explain the incident.
 - 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, 3, above shall follow as soon as possible when practical.
- (C) As soon as possible after the imposition of a suspension, emergency suspension or bus suspension, the Superintendent or Principal shall notify the student's parents(s) or guardians(s) of the suspension. The notification shall be in the form of a written letter to the parents(s) or guardian(s), which shall be sent by mail. Said letter shall be in the following format:

“Attention Student and Parent: Pursuant to Section 10-22.6 of the Illinois School Code and 7:200 of the Policies and Regulations of Olympia Community Unit School District No. 16, this letter is to inform you of your rights as a result of this official suspension notice. A copy of this notice will be provided for the Board of Education.

You may request a review of this suspension by notifying the Secretary of the Board of Education, in writing, no later than ten (10) days after the postmark of this notice. Upon receipt of the request, the Board shall fix a time and place for the review and you will be notified. You will have the right to be present at the review and may appear and discuss the suspension with the Board of Education.

_____ In School Suspension The student must attend school but is not permitted to attend regular classes. The student will be in a supervised area during the suspension. The student is required to complete all assigned school-work and will receive full credit and grades for work turned in.

_____ OUT OF SCHOOL SUSPENSION The student is not permitted to attend school or any school activity during the suspension. The student is required to complete all assigned school work and will receive full credit and grades for work turned in.

_____ Bus Suspension The student is expected to attend school but is not permitted to ride a school bus to or from school.

Student's Name _____

Grade: _____ Birth Date: _____

Date: _____

Reason for Suspension: _____

Dates of Suspension: _____

Signature of Suspending Official: _____

- (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 a closed meeting and shall be conducted by the Hearing Officer in substantially the following format:

The Hearing Officer shall first hear the statement(s) of the suspending official(s) and all other pertinent evidence.

- (1) The Hearing Officer, the suspended student and/or the parent(s) may ask questions of the suspending official(s) or other witnesses concerning their statements and evidence.
 - (2) The Hearing Officer shall then hear the statement(s) of the suspended student, parent(s), guardian(s) or witnesses on their behalf and other pertinent evidence.
 - (3) The Hearing Officer shall/or suspending official(s) may ask questions of the suspended student, parent(s), guardian(s) or witnesses concerning their statements and evidence.
 - (4) There will be no attorneys present during the review process unless specifically authorized by the Board of Education.
- (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 twenty (20) days after the hearing is concluded.
- (G) Within fifteen (15) days after the conclusion of the suspension review by the Hearing Officer, the Board shall render a decision 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 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 the student is in physical danger to himself, other students, faculty or school property.

EXPULSION PROCEDURES

- (A) The Superintendent or Principal or designee is authorized to initiate proceedings seeking the expulsion of any student. However, no such proceeding shall be initiated unless said person(s) determines:
- That there is evidence that the student has been guilty of gross disobedience or misconduct, and
 - That the 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 be in the following format:
- "Pursuant to Section 10-22.6 of the Illinois School code and the Policies and Regulations of the 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. If you have any questions, please contact the Superintendent at 309/379-6011."
- (D) The expulsion hearing shall be closed to the public and shall be conducted by a Hearing Officer duly appointed by the Board.
- (E) The hearing shall conform to the following:
- Members of the Board may be present as observers.
 - 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/her expense.
 - The administration/Board shall proceed first to present its evidence.
 - The student may confront the witnesses, offer evidence and present a defense.

- The hearing may proceed in the absence of either party, who after due notice, fails to be present.
 - 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 with a copy being furnished to the student's parent or 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 practical.
- (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.

DRESS CODE

Students are expected to be neat and clean while attending school or after school functions at school. Selection of clothing should be with proper regard for modest and good taste. We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and of your schoolwork. Clothing should be neat, clean, and appropriate for public display. **School law provides that dress be neither a safety factor nor a disruption of the educational program. Repeated dress code violations will be reported to the Building Principal, and consequences will range from a verbal reprimand to suspension.**

- Specifically, students may not wear clothing or other wearing apparel that advertises drugs (including alcohol and tobacco), clothing or other wearing apparel with any sort of obscene message or illustration inconsistent with the educational purpose of the school.
- No abbreviated tops, including bare midriffs, camisole tops, halter tops, tube tops without a cover shirt, other short shirts, nor other immodest attire will be permitted during school hours.
- Hats, sunglasses, or other head covers/apparel are not permitted during the regular school day.
- During warm weather shorts may be worn; however, Olympia PE shorts are not to be worn.

ELECTRONIC SIGNALING DEVICES

The personal use of electronic signaling devices (cell/**smart** phones, pagers, walkie talkies, digital cameras, digital recording devices, MP3 players, iPods, Zune, or other signaling devices) shall be **PROHIBITED** during school instructional hours. Any technology with the capacity to **capture**, transmit, or store **images** are NOT to be used for inappropriate or illegal purposes (e.g. pornographic or drug related) on school property at any time. Pornography will not be tolerated at school in any form of media.

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 or on the school bus, the cell phone **MUST BE TURNED OFF**, and is highly recommended to be stored in the student locker. Students may NOT make or receive **electronic communications (calls, texts, tweets, etc.)** on a cell/**smart** phone during school instructional hours. School district is not responsible or liable for lost or stolen electronic devices.

School personnel will confiscate all **personal** electronic devices found in use during instructional hours. The item will be returned to the student at the end of the day. If a second violation occurs, 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. **Please note: If a student needs to use a digital device to complete a class project, the student must obtain written permission from the Principal and keep the permission slip on his/her person.**

GANGS

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:

- Wearing, using, distribution, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang.

- 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 using any speech or committing any act or omission in furtherance of the interest of any gangs or gang activity, including, but not limited to:
- soliciting others for membership in any gangs
- requesting any person to pay protection or otherwise intimidating or threatening any person
- committing any other illegal act or other violation of school district policies
- 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.

EDUCATION OF HOMELESS CHILDREN

Whenever a child and his or her parent/guardian share the housing of another person due to loss of housing or economic hardship, the homeless child shall have the following rights under the federal McKinney-Vento Homeless Act and the State of Illinois Education for Homeless Children Act:

- 1 Immediate Enrollment
- 2 Choice of Schools
- 3 Transportation
- 4 Services
5. Dispute Resolution Information regarding the rights of homeless children and necessary enrollment forms are available in the Principal's office. The District Homeless Liaison can be contacted at (309) 379-5911 extension 9011.

PROHIBITED ITEMS (SHOULD NOT BE BROUGHT TO SCHOOL)

Personal items such as skateboards, tennis shoes with wheels, and laser pens are not appropriate items to bring to school. In addition, other nuisance items, too numerous to be mentioned, that have no acceptable purpose for school may not be brought to school or on school buses. Portable gaming systems may only be used on the bus. If the gaming unit causes a disruption, it may be confiscated. School district is not responsible or liable for lost or stolen electronic devices.

LEAVING SCHOOL GROUNDS

No student is to leave the school building during the school day, unless they are supervised by a member of the staff, without checking in at the office first. Students will not be permitted to leave the school grounds without permission (written or verbal) from their parent, guardian, or parent designee.

LOST AND FOUND

Students finding lost articles should take them to the office. Anyone who has lost an item should inquire in the office.

PUBLIC DISPLAY OF AFFECTION

Students involved in other displays of affection are subject to discipline, which may include After School Detention, Saturday School Detention, and/or Suspension.

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) enters onto school property, (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 the 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.

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES AND LOCAL AGENCIES

It is the responsibility of the District administration to protect each student under their control, assuring that the student's legal rights are not violated.

Protection of the student's rights shall be balanced with the District's responsibility to cooperate with local police and agency officials in the officials' investigation of unlawful activities. Inherent in the process of cooperation is recognition of the function of the schools and respect for the civil and constitutional rights of students.

Whenever an agency or police official requests to interview a student in school the request shall be handled in the most judicious manner. Procedures for a student interrogation shall be developed and maintained by the Superintendent. Such procedures shall be followed explicitly. (Board Policy 7:150)

SEARCH AND SEIZURE

The Board of Education recognizes its' responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects (e.g. 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 Superintendent 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.

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

When feasible, the search should be conducted as follows:

- Outside of the view of others, including students;
- In the presence of a school administrator or adult witness;
- By a certified employee or administrator of the same sex.

Immediately following the search of a student, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. The student's parents/guardians shall be notified of the search as soon as possible.

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. LEG. REF.: New Jersey v. T.L.O., 53 U.S.L.W. (U. S. Jan 15, 1985)

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 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 of 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
- allow student to escape task
- calling/notifying parents
- contingency contracts
- contingent exercise*
- detention
- deferential reinforcement
- direct instruction
- environmental or activity modification
- extinction
- modeling
- peer involvement/mediation
- planned ignoring
- positive practice/over correction*
- positive reinforcement (individual or group)
- prompting
- proximity control
- punishment writing*
- redirecting student (physically)*
- redirecting student (verbal or nonverbal signal)
- response-cost

- restitutional over correction*
- self-management
- shaping
- teaching alternative behaviors
- teaching self-reinforcement
- time-out (non-exclusionary-in class)*
- time-out (exclusionary-out of class)*
- token economy
- verbal feedback
- verbal reprimand

*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, an 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
- aversive 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

TOBACCO & CONTROLLED SUBSTANCES

The use/possession of all types of tobacco/controlled substances is prohibited in the school, on school grounds, on school buses, and on field trips. Tobacco/controlled substances are prohibited while students attend any school or school related activity, on or off campus, before school, during school, after school, evenings and weekends. Students found to be in violation of this policy may be suspended and/or expelled.

UNIFORM GRIEVANCE PROCEDURES FOR STUDENTS

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 203 including:

- **Title II of the Americans With Disabilities Act**
- **Title IX of the Education Amendments of 1975**
- **Section 504 of the Rehabilitation Act of 1973**
- **Claims of sexual harassment under the Illinois Human Rights Arts,**
- **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 a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place, which 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 the superintendent, building principal, director of student personnel, 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 reasonable alert person should have been aware of the event 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(s) 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 in 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.

VISITORS

Visitors are welcome and must report to the school office for a pass. 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.** If a parent feels it is absolutely necessary that their child bring another student as a guest, the following guidelines must be followed:

- The parents of the sponsoring student **and** the guest each need to make this request in writing and state the reason why this is necessary.
- Students are requested to obtain advance written permission (minimum one day) from their teachers before bringing their guest to school. Visitors are not to ride the school buses.
- Students from area schools will be denied visitor passes when their school is in session.
- Passes for both the sponsoring student and the visitor are obtained from the office.
- The student will accompany his or her guest throughout the day and is responsible for the conduct of the visitor.

WORK PERMITS

Students under the age of sixteen years who are going to work in Illinois must have a work permit. Work permits are obtained from the school principal. Details are available from the school office.

STUDENT RECORDS

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.

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

PERMANENT

- Basic identifying information, including student's and parent's names and addresses, student's birth date and birth place, and gender;
- Academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations;
- Attendance record;
- Accident reports and health record;

- Record of release of permanent record information;
- Honors and awards received;
- Information concerning participation in school sponsored activities or athletics, or offices held in school sponsored organization;
- No other information shall be placed in the student permanent record.

TEMPORARY

- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;
- Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;
- Elementary and secondary achievement level test results;
- Participation in extracurricular activities including any offices held in school sponsored clubs or organizations;
- Honors and awards received;
- Teacher anecdotal records;
- Disciplinary information;
- Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals;
- Any verified reports or information from non-educational persons, agencies or organizations;
- Other verified information of clear relevance to the education of the student; and,
- 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 parents, legal guardians, 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 a request for a hearing to challenge the content of a student's records, the parents, legal guardian 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:
 - Accuracy;
 - Relevance; and/or
 - 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:

An initial informal conference with the parents, within fifteen (15) school days of receipt of the request for a hearing. 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 (15) 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 pre-

pared by either party in the event of an appeal of the hearing officer's decision. However, a typed written transcript is not required in an appeal.

- (e) The decision of the hearing officer shall be rendered no later than ten (10) 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:
- To retain the challenged contents of the student record;
 - To remove the challenged contents of the student record; or,
 - 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 Educational Service Region within twenty (20) school days after each decision is transmitted. If the parent appeals, the parent shall so inform the school and within ten (10) 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 Educational Service Region. The school may initiate an appeal on its own behalf by the same procedures. Upon receipt of such documents, the Superintendent of the Educational Service Region shall examine the documents and record, make findings and issue a decision to the parents and the school within twenty (20) 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 Educational Service Region 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 Educational Service Region.

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 parents, legal guardians 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 Office 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, agencies, or organizations, other than those listed in Sections A, B, C, any information contained in the school records, unless:
- There is a written consent from the parents, legal guardians or eighteen year old students, 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 guardians and eighteen year old students, if desired; or Such information is furnished in compliance with a judicial order or subpoena upon condition that the parents, legal guardians 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 parents or legal guardians, 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 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 the Student Records Act.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the priva-

cy 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."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - o School officials with legitimate educational interest;
 - o Other schools to which a student is transferring;
 - o Specified officials for audit or evaluation purposes;
 - o Appropriate parties in connection with financial aid to a student;
 - o Organizations conducting certain studies for or on behalf of the school;
 - o Accrediting organizations;
 - o To comply with a judicial order or lawfully issued subpoena;
 - o Appropriate officials in cases of health and safety emergencies; and
 - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

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.

TRANSPORTATION

BUS SAFETY

Each student has a right to a safe bus ride and is responsible for following 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 place in jeopardy the safety of others, his or her bus riding privileges will be taken away.**

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

1. Cooperate with the bus driver.
2. Obey the instructions of the driver at all times.
3. The bus driver is authorized to assign seats. Bus cameras will be used to ensure safety.
4. Be courteous and use appropriate language. Treat others as you would want to be treated.
5. Possession or use of alcohol, tobacco or controlled substances is prohibited.

6. Eating, drinking, or chewing gum is prohibited.
7. Stay seated. Keep head, hands, and feet inside the bus.
8. Keep the bus clean and free from defacement or damage.
9. Profane or obscene language is not acceptable.
10. Personal phone calls and texting are prohibited on route bus to and from school. Personal phone calls and texting on extra curricular routes may be allowed upon permission from Olympia administrator, coach/sponsor, bus driver, or bus aide.
11. Listening to music and/or individual student electronic gaming may occur on the bus. If the gaming unit or listening device causes a disruption, it may be confiscated and discipline may result. School district is not responsible or liable for lost or stolen electronic devices.

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

PROCESS FOR HANDLING BUS DISCIPLINE PROBLEMS

To insure the safety of our students while riding the bus, it is imperative that the bus rules be followed closely. The rules will be posted on every bus and bus cameras will be used to monitor student behavior and ensure safety. The school bus driver is authorized to assign seats.

When inappropriate behavior occurs on the bus, the following procedures will be followed:

1. On the first offense, the bus driver will issue a verbal warning to the student(s). This may be accompanied by contact with the students' parent/guardian.
2. For further offenses, the bus driver will issue a Bus Conduct Report documenting the inappropriate behavior.
 - a. The student will be informed that the conduct report is being issued and the driver will contact the parent/guardian to discuss the situation.
 - b. The conduct report will be filed with the Transportation Director who will forward the report to the Building Principal.
 - c. Upon receipt of the written report, the Building Principal or his/her designee will discuss the situation with the student and implement discipline as necessary. Appropriate consequences for inappropriate behavior include After School Detentions, Saturday School Detentions, Bus Suspension, In School Suspensions, Out of School Suspensions and/or Expulsion. When a Bus Suspension is necessary, the parent/guardian will be responsible for providing transportation for the student to and from school for the duration of the suspension.

Parents are encouraged to review these rules and practices with their children to highlight the importance of following the rules on the bus. We appreciate your support when a safety or discipline matter arises.

BUS REQUESTS

Parents who wish to have their child ride a bus route different from the one assigned on a daily basis should send a note to the principal and designate with whom and where their child is going. This will be approved by the principal provided there is seating on the bus.