

PARENT/STUDENT  
HANDBOOK  
2017 - 2018



OAK GROVE SCHOOL DISTRICT #68  
1700 S. O'Plaine Rd.  
Green Oaks, IL 60048  
847-367-4120  
[www.ogschool.org](http://www.ogschool.org)

## TABLE OF CONTENTS

WELCOME LETTER	2	PARENT TEACHER ORG.	25
BOARD OF EDUCATION	3	REGISTRATION	26
DISTRICT PERSONNEL	3	Emergency Information	26
MISSION STATEMENT	5	Entrance Age	26
DISTRICT PHILOSOPHY	6	Transfers	26
CALENDAR	7	RESPONSIBLE USE POLICY (TECH)	26
ATTENDANCE	8	SAFETY AND SECURITY	26
School Tardiness	8	Accidents at School	26
Early Release of a Student	8	Building Evacuation Plan	26
Permission to Leave School	8	Emergency Closing of School	27
Planned Absence/Vacation	8	Fire	27
ACADEMICS	9	Tornado & Severe Weather	27
Academic Accountability	9	Inclement Weather	27
Grading Scales	9	School Bus Evacuation Plan	27
Homework Guidelines	10	Visitors	27
Parent-Teacher Conf.	11	TRANSPORTATION	27
Report Cards	11	School Bus Riders	27
Standardized Tests	11	Bus Discipline Report	28
Support Services	11	USEFUL INFORMATION	28
DAILY SCHOOL SCHEDULE	12	Accident Insurance	28
DISCIPLINE	12	After School	28
Philosophy	12	Attending After School Activities	28
Responsibilities	12	Before School	28
Resolution of Problems	13	Bicycles	29
Due Process	13	Book Fee	29
Substitute Teachers	13	Dropping off items	29
Discipline System	13	Gifts	29
Bullying	14	Graduation Requirements	29
Mutual Respect/Harassment	14	Graduation Speech Guidelines	29
Expulsion and Suspension	15	Gym Locks	29
Behavioral Intervention Policy	15	Hallway Lockers	30
Lunch and Recess Expectations	16	Lost and Found	30
DRESS CODE	16	Lunch	30
EXTRA-CURRICULAR	17	Milk	30
Athletic Eligibility	17	Parent Parking	30
Honor Society	17	Parties	30
Student Council	18	Parties Outside School	31
HEALTH SERVICES	19	Pets in School	31
Communicable Diseases	19	Publications	31
Health Laws	20	School Supplies	31
Concussion	20	Smartwatches	31
Food Sharing	20	Student Solicitation	31
Medication Policy	20	Telephone Use	31
Vision and Hearing	21	Transportation	31
LEGAL NOTIFICATIONS	21	Tutoring	31
Children's Privacy	21	Walking Rules	31
Notice for Directory Info.	23	Yearbook	31
Notification of Student Records	23		
Legal notifications in selected BOE policies	24		

## WELCOME

The staff and administration of Oak Grove School wish to welcome you back from what we hope was a relaxing summer. It is the sincere desire of the Board of Education, administration and staff to provide the best quality education for our students and to ensure a successful year for everyone who enters our school.

This handbook contains information, which is imperative to the smooth operation of our school and is only a summary of our Board Policies that govern the District. A list of Board Policies is available on our website. We encourage parents and students to carefully read and discuss the contents of this booklet. We feel it is critical that open lines of communication exist between home and school. The information contained in this guide will aid in achieving this goal. **The handbook may be amended as needed during the year without notice.**

TO PARENTS/LEGAL GUARDIANS: We ask for your support of all our programs, which will enable us to provide outstanding educational opportunities for everyone. This means encouraging a respect for authority, supporting your child in their daily activities, aiding your child in maintaining a positive attitude, and showing a healthy concern for his or her progress at school.

TO STUDENTS: Be responsible, take pride, and use "common sense" in everything that you do. Do your best and we will support your efforts.

We wish everyone the best for a great school year.

Sincerely,

Andrew Fenton, Principal ext. 2005

Michelle Jackson, Assistant Principal ext. 2006

[www.ogschool.org](http://www.ogschool.org)

**PLEASE NOTE:** In an effort to reduce paper and the amount of time teachers spend tracking down signed forms, we are asking you to electronically acknowledge that you've reviewed the Parent/Student Handbook. This will just take a few moments. Go to [www.ogschool.org/handbook\\_signature](http://www.ogschool.org/handbook_signature) and log in with the student number and password for any child in your family. You will be asked to read the acknowledgement statement: "Our family has reviewed the 2017-18 Parent/Student Handbook and links. If we have any questions, we will contact Oak Grove Principal, Andrew Fenton." Once you've read this, check the box, and click submit. You will only need to do this once for your family, no matter how many children you have enrolled at Oak Grove. Thank you.

## BOARD OF EDUCATION

<b>President</b>	Dr. Tony Giamis	<b>Members</b>	Mr. Jon Baffico
<b>Vice President</b>	Mrs. Amy Frantz		Mrs. Cathie DeMoon
<b>Secretary</b>	Ms. Kelly Pickard		Mrs. Jennifer Manski
			Mrs. Krysia Ressler
			Mr. Lane Hasler

## DISTRICT PERSONNEL

### LICENSED STAFF

#### **Superintendent**

Dr. Lonny Lemon

#### **Business Manager**

Dr. Kurt Valentin

#### **Director of Curriculum**

Dr. Sarah Cacciatore

#### **Principal/Transportation Director**

Mr. Andrew Fenton

#### **Assistant Principal**

Mrs. Michelle Jackson

#### **Student Services Director**

Ms. Julie Waehner

#### **Director of Business Services**

Mr. Scott Blumberg

#### **Kindergarten**

Mrs. Becky Honaker

Miss Jenna Poladian

Mrs. Mary Rigali

Miss Kelly Sweeney

#### **First Grade**

Mrs. Bonnie Brown

Mrs. Dawn Watrous

Ms. Jenifer Alghini

Mrs. Wendy Miller

#### **Second Grade**

Mrs. Anne Miller

Mrs. Colette Poore

Mrs. Cathie Saia

Mrs. Kathy Schmidt

#### **Third Grade**

Miss. Casey Dugan

Mrs. Amy Flores

Mrs. Lynn Koehler

Mrs. Heather McCarty

Miss Danielle Sonshine

#### **Fourth Grade**

Mrs. Andrea Dunn

Mr. Dan Henneberry

Mrs. Carole Moroz

Mrs. Karen Seveska

#### **Fifth Grade**

Mrs. Marcy Gibbar

Mrs. Karla Fillinger

Mrs. Cheryl Matheson

Mrs. Jill Rogers

Mrs. Patricia Tazzioli

#### **Junior High Literature/Language Arts**

Mrs. Alexa Dunn

Mrs. Ashley Evans

Mrs. Alyssa Osterman

Mrs. Eileen Pavletic

Mr. Daniel Russert

Mrs. Karyn Thompson

#### **Junior High Science**

Mrs. Anna Edelson

Mr. Matt Oesch

Mrs. Lynn Pusateri

#### **Junior High Math**

Mrs. Barbara Banduch

Mrs. Lynn Klunder

Mr. Chris Walsh

#### **Junior High Social Studies**

Mrs. Lori Colclasure

Mrs. Kathy Mahoney

Mrs. Katie Yarc

#### **Foreign Language**

Mrs. Sara Loch

Mrs. Krista Demma

Mrs. Ashleigh Grambo

Ms. Whitney Mann

Ms. Jennifer Pittam

#### **Physical Education**

Mr. David Izenstark

Miss Sara Kurtz

Mr. Dan Mayer

Mr. Tim Nee

Mrs. Julie Savage

#### **Tech Integrators**

Mrs. Allison Honaker

Mr. David Huber

Mr. John Mehnert

Dr. Jason Meltzer

**Health**

Miss Sara Kurtz

**Drama**

Ms. Melanie Ludington

**Music/Chorus**

Mr. Logan Farris

**Technology**

Dr. Jason Meltzer

**Art Education**

Ms. Hilary Spector

Mrs. Erin Vance

**Band**

Mr. David Jones

Mr. Logan Farris

**Special Education Teachers**

Mrs. Nicole Barmantje

Mrs. Paula Forman

Mrs. Cindy Hamlin

Mrs. Beth Hughes

Mrs. Susan Kalman

Mrs. Katie Riley

Mrs. Erin Smith

Mrs. Kathy Zurawski

**Learning Center Directors (Library)**

Mrs. Jina Rappaport

**Learning Center Assistants**

Mrs. Frani Sherman

Mrs. Yvonne Timony

**Psychologists**

Mrs. Kari Meyer

Mrs. Brooke Schamber

**SEL – Elementary**

Mrs. Susie Kiefer

**Reading Specialists**

Mrs. Bonnie Taylor

Mrs. Jean Hattendorf

Mrs. Becky Jakubowski

**Math Specialists**

Mrs. Jennifer Phillips

Mr. Mark Clement

Mrs. Meg Oesch

**Social Workers**

Mrs. Gayle Timlin

Mrs. Kimberly Wesley

**Occupational Therapist**

Mrs. Elaine Radzienda

**Speech Therapists**

Mrs. Melissa Ostach

Mr. Dave Karolewicz

Miss Christianna Patterson

**TAG Teachers – 4th/5th grade**

Mrs. Ann Coughlin

Mrs. Maria Luce

**SUPPORT PERSONNEL****Secretary, Superintendent**

Ms. Kelly Pickard

**Secretary, Junior High**

Mrs. Kathy Azzato

Mrs. Susan Gilbert

**Secretary, Elementary**

Mrs. Karen Draths

Mrs. Debi Shaffer

**Business Office**

Mrs. Vickie Lambert/Acct. Payable

**School Nurses**

Mrs. Judy Klosterman

Mrs. Callie Johnson

**Technology Support**

Mr. Eric Hackl

Mr. Josh Costes

Mrs. Patti Jacobs

**Classroom Assistants**

Mrs. Gabriela Riley

Mr. Bob Byford

Mr. Chris Duenas

Mrs. Diane Neiweem

Mrs. Julie Piazza

Mrs. Susan Pinsel

Mrs. Maria Pirih

Mr. Kent Poulsen

Mrs. Mary Jo Swift

Mrs. Melisa Weaver

TBA

TBA

**Bldg. & Grounds Supervision**

Mr. Oswaldo Suarez

**Custodians**

Mr. Jose Hernandez

Mr. Carlos Lemus

Mrs. Nancy Nelson

Mr. Heriberto Nino

Mr. Pablo Nino

Mr. Brian Plasky

Mr. Jose Luis Solano

Mr. Mark Schaefer

**Extended Day Program & Lunch Program Director**

Mr. Rob Rendon

**Extended Day Program Assistants**

Mrs. Lupe Lemus

Ms. Jenny Passalacqua

# MISSION STATEMENT

Oak Grove School...

*Educating and inspiring all students to reach their full potential.*

## **We Believe...**

- Children are our primary focus: each has value and unique potential
- In facing challenges and learning from outcomes
- Individuals learn in a safe and engaging physical and emotional environment
- Collaboration among children, staff, administration and community enhances learning
- Differentiated instruction provides opportunities to maximize learning
- In collaborative communication
- In providing unique educational opportunities

## **Parameters**

- We will abide by policies and district governance documents
- We will comply with external mandates
- We will be prudent stewards of all the school's resources
- We will hold each other accountable for high professional standards
- We will execute our master facility plan consistent with our educational standards
- No program or service will be accepted or continued or discontinued unless it is consistent with our Strategic Plan

## **Strategic Governance Model**

### **BOARD OF EDUCATION**

#### Strategic Role□

To set the organizational vision, targets, aspirations and policies

### **ADMINISTRATION**

#### Tactical Role□

To develop planning steps, cost benefit analysis, timing of strategy implementation and deployment

### **TEACHER/EDUCATIONAL SUPPORT PERSONNEL**

#### Operational Role□

To implement changes and strategic initiatives in classrooms

## **DISTRICT PHILOSOPHY**

1. Teach those skills which are basic to the understanding and use of mathematics and language, both oral and written.
2. Develop in each student such traits as courtesy, self- control, good social attitudes, respect for authority, appreciation of property, willingness to render unselfish service, patriotism, and a sense of personal responsibility as to local, state, national and international affairs.
3. Teach children to think critically and with an open mind; train them in proper attitudes toward problem solving, and to lead them to face reality with courage and determination.
4. Develop in each student an appreciation for and knowledge of the aesthetic.
5. Provide a basic knowledge of science and practical use of the scientific method.
6. Instill in each child a desire for learning; emphasizing that learning is an ongoing, lifetime process.
7. Provide for the development of leadership and creative abilities.
8. Provide an educational program that meets the needs of all children.
9. Instill in each child a respect for all persons, regardless of nationality, race, or socioeconomic status, a respect for worthy character and conduct, and a desire for spiritual and moral growth.
10. Teach good health and safety habits and give students a realization of the importance of such practices to the individual and the community.
11. Provide facilities for the wholesome recreation of both children and adults, and aid in giving instruction and ideas for the wise use of leisure time.
12. Coordinate the efforts of school, home and other community agencies in solving the problems of youth.

## OAK GROVE SCHOOL CALENDAR 2017-2018

August 14	Teachers Institute Day – No School
August 15	Teachers Institute Day – No School
August 16	First day of school (full day for all students)
September 4	Labor Day – No School
September 15	SIP Day– 1:00 pm Student Dismissal
October 6	Teacher Institute Day – No School
October 9	Columbus Day – No School
November 20-21	Parent Teacher Conferences – No School
November 22-23-24	Thanksgiving Recess – No School
December 22 - January 5	Winter Break – No School
January 15	Martin Luther King Day – No School
January 24	SIP - 1:00 p.m. Student Dismissal
February 14	SIP - 1:00 p.m. Student Dismissal
February 19	Presidents Day – No School
March 8	Parent/Teacher Conferences – No School
March 9	Teacher Institute Day – No School
March 26 – 30	Spring Break – No School
May 18	SIP Day – 11:30 Student Dismissal
May 28	Memorial Day – No School
May 29	Last day of school (full day for all students)
May 30 - June 5	Emergency Days if Needed Student Attendance Days            176



## ATTENDANCE

### ABSENCES

IF YOUR CHILD WILL BE ABSENT, PLEASE NOTIFY THE SCHOOL OFFICE AT 367-4120 BY 9:00 AM. Please Note: Parents need to call school on each consecutive day of illness. If the school is not notified, Oak Grove is responsible to make a reasonable effort to notify the parent of the student's absence. **Parents will be notified by letter of excessive absences.**

### SCHOOL TARDINESS

Students must be at school on time. Students in grades K-8 must be in their homeroom at 8:20 AM. **Parents of students who are continually late will be notified by letter.** Students may receive disciplinary action.

### TARDINESS

Students entering school after the start of classes must report to the office for a pass to enter class. Students coming late to school may be subject to disciplinary action.

### PASSES

Students entering any class after the start of the period must have an entry pass from the office or from a teacher. Students entering without a pass are subject to appropriate disciplinary action.

### HALL PASS

Occasionally it is necessary for students to leave a classroom during a class period. Students leaving class during a period must have a hall pass (except in case of an emergency). Students found in the hallways without a hall pass are subject to disciplinary action.

### EARLY RELEASE OF A STUDENT

Pupils may be released during regular school hours for appointments with a doctor or dentist; however, the school discourages any excuse for early release. When an early release is absolutely necessary, parents need to send a written note with the student explaining the reason and the time for leaving. The student brings the note to the office in the morning to be stamped, shows the note to the teacher at the departing time, and reports to the office to wait for the parents. Parents must sign for their child to leave the school. A student returning from a doctor or dentist office must report to the office to obtain a class admit pass. If your child becomes ill at school, every effort will be made to contact you. You will be asked to come to school to pick up your child. A student who is ill will not be sent home unless accompanied by an adult.

### PERMISSION TO LEAVE SCHOOL

It is important that the school knows the whereabouts of each student at all times. A parent or duly authorized adult must go to the school office to pick up his/her child. Each child must be signed out at the office and leave in the company of the responsible adult. No student may leave the school building or grounds without permission from the office.

### PLANNED ABSENCE/VACATION

Oak Grove School discourages family vacation during the school year. However, when it is unavoidable, parents are asked to notify the school in advance. Illinois School Code states that for absences of greater than 10 consecutive days, students may be de-enrolled. Upon return, the District may require the student to be re-registered. Additionally, the District cannot guarantee the student's placement in the same courses/classes.

## ACADEMICS

### ACADEMIC ACCOUNTABILITY

Honor Code and Definition of Cheating. It is the District's responsibility to deal with cheating when it occurs at school. Cheating occurs when a student attempts to pass, as his or her own, work that is not the student's.

Students may violate the spirit of the honor code in ways that are not specifically listed. Some examples of cheating include any of the following actions by a student:

- Takes a test and receives help of any kind from others or from hidden answer sheets, notes, or devices. This includes copying or receiving answers from others, seeing a copy of the test before hand, checking answers with another student, or giving help to another.
- Lends or borrows homework or class work unless the teacher has indicated that the students may work together.
- Plagiarizes work, including copying out of books or other sources without crediting. Copied work must be cited as such.
- Intentionally "misgrades" either his or her own or another's work.
- Passes off homework or a project as his or her own when a family member actually did the work. The work should be the student's.
- Speaks aloud to oneself or directly to someone other than the teacher during a test or quiz.

After considering other factors that may be relevant to the situation, the consequences for any of the above or similar actions shall be as follows: the student will be asked to complete the work in an honest manner so that his or her knowledge may be accurately assessed. Subsequent disciplinary measures will be taken at the administrator's discretion.

### ACADEMIC ACCOUNTABILITY NOTICES

Junior High teachers can inform parents about academic concerns with an academic accountability form. Students are required to attend an after-school help session if they earn such a notice.

### GRADING SCALES

The following scales will be utilized by staff in determining student grade performance:

#### GRADES K-5

##### **4 - Achieved**

The student consistently demonstrates grade-level standards and concepts/skills independently

##### **3 - Progressing**

The student demonstrates grade-level standards and concepts/skills with minimal assistance

##### **2 - Inconsistent**

The student inconsistently demonstrates grade-level standards and concepts/skills with on-going assistance

##### **1- Minimal Progress**

The student shows limited progress toward grade-level standards and concepts/skills are not yet evident with ongoing assistance

## GRADES 6-8

A+ = 99% -100%	C+ = 81%-82%	S=Satisfactory
A = 94%-98%	C = 76%-80%	I=Incomplete
A- = 92%-93%	C- = 74-75%	U=Unsatisfactory
B+ = 90%-91%	D+ = 72%-73%	NA=Not Applicable
B = 85%-89%	D = 67%-71%	
B- = 83%-84%	D- = 65%-66%	
	F = Failing 64% or below	

## HOMEWORK GUIDELINES

These guidelines were developed by the staff and administration of Oak Grove School District #68. Every effort will be made to adhere to them as closely as possible. It is our sincere goal to strive to utilize the guidelines herein on a regular basis. Parents should be aware that situations might occur which could cause deviation from the suggested guidelines.

1. Assigned homework is the responsibility of the student to procure and complete. Teachers will issue homework beginning with the second day that a child is absent from school. Students wishing to complete homework on the first day of an absence may receive the assignment from a classmate if they so desire. Homework will not be required from students after only one day of absence. It will however, be assigned upon their return and one day will be allowed for each day absent to complete the assignment.
2. Parents must request homework by 9:00 AM of the second day that a student is absent. Completed homework forms will be available to parents by 2:45 PM (K-3) and 3:30 PM (4-8). It is suggested that parents have a record of their child's locker number, locker combination (if one is used) and desk location to pick up necessary books. Staff members will be responsible for gathering students texts and supplies when students are absent. Parents are urged to not have younger students carry books, etc. home for older brothers/sisters, etc.
3. Vacations – Oak Grove School will not put up barriers that inhibit family vacations, but encourage parents to plan accordingly to keep student absences to a minimum and to notify the school in advance of such trips. Teachers are not responsible for providing specific assignments during extended vacations. Please discuss your student's academic responsibilities with teachers prior to the absence.
4. Students are responsible for turning in homework assignments. Teachers are not responsible for printing student homework or permission slips sent to them electronically during the school day. Teachers do not always access their email during instructional hours.

### I. DEFINITION OF HOMEWORK AND DISTRICT PHILOSOPHY

The staff and administration of District #68 believe that homework is a valuable part of the total learning process. Homework should be relevant, purposeful and reflective of what the student is studying in class. It provides for independent practice that can be carried out by students with little parental assistance. Parent involvement should come in the form of encouragement and reinforcement. Please ask the teacher for clarification if your child is regularly having difficulties doing or completing homework assignments.

## II. PURPOSE OF HOMEWORK

Why is homework necessary? Here are a few reasons:

- To practice, extend, enrich or reinforce previously learned skills
- To allow the maximum amount of time for classroom instruction
- To further develop study skills (ie; time management, perseverance, self reliance, and responsibility)

## III. FREQUENCY OF HOMEWORK

Homework will vary according to grade levels, individual academic needs, and specific subject areas. The amount of homework will be graduated throughout the grade levels so that students become accustomed to the regularity and continuity of home study.

Homework assignments will usually be planned in advance among teachers who share the teaching of the students. Assignments will be coordinated with respect to the:

1. Cooperating teacher's expectations and subject areas,
2. Specific times of the year, i.e., vacations, holidays, etc.,
3. Individual factors which may affect the ability to carry out assignments:
  - (a) Illness
  - (b) Family situations

## PARENT-TEACHER CONFERENCES

Two (2) Parent-Teacher conference sessions will be held this year, one in the fall on November 20-21, and one in the spring on March 8. We will also add an additional date for 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade teachers to be announced. Reasonable time limits are established for each conference due to the large number of parents involved. In addition, our teachers are willing to schedule a conference as needed. Please make an appointment at a mutually agreed upon time.

## REPORT CARDS

An electronic report on the progress of pupils in grades kindergarten through eighth grade will be sent to parents three times a year.

## STANDARDIZED TESTS

PARCC exams are administered each year by the state of Illinois. Results are given to parents after they have been made available to the District for review. The tests will be given to students in grades 3-8. A presentation on test results is made to the Board of Education. Also, the STAR assessment for math and reading is given for students in grades K-8.

## SUPPORT SERVICES

Oak Grove School provides support services in the following areas:

Special Education	Speech/Language	Social Work
Reading Support	Math Support	English Learners

Each of these support services may be accessed for students who need additional or more individualized support at school. However, identification and evaluation may be required for participation in these programs.

In addition to special education services provided at Oak Grove School, the district is a charter member of the Special Education District of Lake County, SEDOL, which provides services and support for children whose needs cannot be met at Oak Grove.

The School Code of Illinois provides for the special education of any child who is emotionally, mentally, physically, or psychologically disabled and at least three (3) years old. Parents or guardians of children residing in the Oak Grove School District who have questions regarding the special education program are encouraged to contact Julie Waehner.

Talented and Gifted Program (TAG): We offer both formal and informal enrichment in the areas of reading, writing and math to students who need additional challenge. Students are identified for formal services in the spring of grade two and grade five. Please click [here](#) to view the TAG Handbook for further information. If you have further questions about these services, please contact either Mrs. Michelle Jackson or Dr. Sarah Cacciatore.

## **DAILY SCHOOL SCHEDULE**

Grades K-8: Begin at 8:20 AM and end at 3:20 PM

**Please do NOT drop students off prior to 7:45 AM.  
Supervision of students by school personnel does not begin until 7:45 AM.  
The district cannot be responsible for students prior to supervision times.**

## **DISCIPLINE**

### **PHILOSOPHY**

Discipline is the learning experience that develops self-control, character, and proper consideration for oneself and others. In addition, citizenship requires that respect for oneself and others is vital to growth. Our goal is the attainment of self-discipline in our students and, ultimately, in our society. The rights of an individual are preserved by the protection of the rights of others. Parents and students are encouraged to carefully review this section of the handbook. Your understanding and your willingness to work with the school will guarantee our high standards are maintained. This policy covers all school related activities, such as field trips, before/after school activities, bus infractions, etc.

### **RESPONSIBILITIES FOR STUDENT DISCIPLINE**

In order to create a wholesome educational learning experience, it is necessary to have and support a sound discipline structure that ensures a positive and safe learning environment for all students.

*Parents/Guardians* provide the beginning experiences and opportunities for a deep and meaningful relationship within the family, school, and community. Parents develop and seek to maintain their values and promote them through example, sharing and direction. Your support of the school community and our discipline policies is necessary and appreciated.

*Students* are expected to obey school rules and are responsible and held accountable for their own actions. In order to ensure the best educational environment and attain the best possible level of academic achievement,

they are expected to respect the rights of fellow students and follow the directions of those in authority. Students should be familiar with the school rules and the discipline plan, including disciplinary notices and suspensions.

*Classroom teachers* are the first line of support for discipline. Teachers will make significant endeavors to help students improve their behavioral standards. The teacher develops a classroom management plan which establishes standards of performance coupled with necessary consequences. The teacher will share their classroom management plan with students and their parents.

Oak Grove School has evaluated and developed a discipline plan that endeavors to meet the above goals. This orderly process helps to insure a positive and safe learning environment for all students. Disciplinary measures will be implemented following district policy and administrative procedures.

### **RESOLUTION OF PROBLEMS**

School related problems are best resolved in an atmosphere of openness and open-mindedness created by all the parties involved.

Parents and residents of our school district who have school related concerns are encouraged to direct their attention in the following manner:

1. Contact individual teacher or person where the concern originated.
2. Contact the principal or assistant principal if the concern or problem remains unsolved.
3. Contact Superintendent if the concern or problem remains unsolved.
4. Contact Board of Education for final disposition.\*

(For placement on the Board of Education meeting agenda, request a copy of Board Policy 2:220.)

### **DUE PROCESS**

Due process will be provided to the student and parents in discipline situations. The opportunity for a hearing is available for any disagreement. This extends to the Superintendent, Board of Education, and a district hearing officer, if necessary.

### **SUBSTITUTE TEACHERS**

Substitutes are guests in our building and, as such, deserve the fullest respect that students would give to a regular classroom teacher. Substitute teachers may leave the names of misbehaving students for the regular classroom teacher. Disciplinary action may be taken.

### **DISCIPLINE SYSTEM**

Expectations for student behavior will be communicated at the beginning of the school year; ie, classroom, lunch, recess, hallways and bathrooms.

Any staff member may issue students a detentions for inappropriate behavior. Not following school expectations may result in a detention. Students are informed a day ahead of time when they are required to stay for a detention. A notice will be issued, which students are to have signed by their parents and return to the office. Ride arrangements are the responsibility of the student and parent/guardian - (no student will be excused from a detention because a ride cannot be arranged). However, an alternate date can be arranged if parents write a note or call the teacher to request such an arrangement. If a student fails to show up for a detention and has not made alternative arrangements with the issuing teacher, the student will receive an additional consequence. After school detention will end at 4:00 pm. Following the detention period, the supervising teacher will dismiss the student to the office entrance where the student is expected to leave the building immediately.

Please click [here](#) to view district policy 7:190, (*Student Behavior*) for student behavioral expectations and consequences.

## **BULLYING**

Bullying is any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, physical or mental disability, sexual orientation, gender-related identity or expression is prohibited at Oak Grove School:

1. During any school sponsored educational program or activity
2. While on school property, including buses and bus stops, or at school-sponsored events
3. Through transmission of information from school computers, or other electronic school equipment

Bullying may include, without limitation, harassment, threats, intimidation, stalking, physical violence, sexual harassment or violence, theft, public humiliation, teasing, social exclusion, destruction of property.

The school administration and staff, on a case-by-case basis, will handle cases of bullying. Cases where bullying is founded will be recorded and reviewed. This documentation must remain on file. Consequences for bullying behavior include but are not limited to:

Parental contact	Detention	In-school suspension
Out of school suspension	Expulsion	Documented/tracked
Loss of school privileges		

## **MUTUAL RESPECT/HARASSMENT**

Sexual harassment is any unwanted, inappropriate, unethical and unsolicited speech, gesture or action that violates a person's privacy and has the effect of demoralizing and degrading a gender, or an individual because of his/her gender. Sexual harassment may include but is not limited to the following:

- Hitting/touching/pointing to private areas
- Opening bathroom doors
- Pulling of clothes up or down
- Inappropriate language (verbal or written) or pictures of a sexual nature
- Any pattern of sexually discriminatory remarks or intimidating actions
- Subtle pressure of a sexual nature
- Request for sexual favors

Such behavior shall be viewed as contrary to the learning environment established at this school, counterproductive to its mission, and socially unacceptable.

Students, who believe they are victims of sexual harassment, or have witnessed sexual harassment, are encouraged to discuss the matter with the Principal, the Asst. Principal, the Student Services Director, or a school social worker. Students may choose to report to a person of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Any student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action. Please click [here](#) to view district policy 7:20 (*Harassment of Students Prohibited*).

## **EXPULSION AND SUSPENSION**

The Oak Grove Board of Education has the authority to expel, suspend, or withhold school privileges of any student guilty of gross disobedience or misconduct. Please click [here](#) to view district policy 7:190 for more information.

## **BEHAVIORAL INTERVENTION POLICY**

The following outlines the District's policy relative to the use of behavioral interventions with students with disabilities. The fundamental principle of this policy is that non-aversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions.

The use of positive interventions is consistent with the educational goals of enhancing a student's academic, social and personal growth. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity and personal privacy and adhere to professionally accepted treatment practices. All of the procedural protection available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meeting, and right to appeal, shall be observed with implementing and/or developing behavior interventions.

It is the District's intent that interventions used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. Interventions that are considered non-restrictive are preferred, when appropriate, because of the low risk of negative side effects and the high priority placed on 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 Individual Education Program (IEP).

When a student is significantly and continuously disruptive to the environment a written individualized behavior management plan will be developed. Restrictive interventions shall be used for the minimal amount of time necessary to control the student's behavior and shall be used in conjunction with positive interventions designed to strengthen appropriate behaviors.

Prohibited interventions, such as corporal punishment and expulsion with the cessation of services, shall not be used. Interventions that are considered restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed.

When confronted with an emergency situation in which immediate intervention is needed to protect students, other individuals or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's behavior management plan. The emergency intervention selected shall be the least intrusive to reasonably respond to the situation. When an emergency intervention has been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented.

The District shall maintain a behavioral intervention committee to implement this policy. In addition, this committee shall monitor the use of restrictive interventions with students with disabilities.

This policy was developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District policies for Students with Disabilities", which was prepared by the Illinois State Board of Education and dated June 30, 1994. A copy of the guidelines may be requested from the Illinois State Board of Education, 100 First Street, Springfield, IL 62777-0001.



## **LUNCH AND RECESS EXPECTATIONS**

Adult supervisors monitor the lunchroom and playground. Lunch time is an enjoyable break from the routines of the school day. For this to be a relaxing and social experience, all students should cooperate and share responsibility for the safe and efficient operation of the lunchroom facilities.

When in the lunchroom students should do the following:

1. Enter and leave the lunchroom in an orderly manner.
2. Walk in the lunchroom at all times.
3. Sit at, and be dismissed from, the table to which they are assigned.  
Grades 5-8 may choose where they sit.
4. Remain seated until they are dismissed.
5. Refrain from disruptive acts, including throwing food and horseplay.
6. Speak at a low level; do not shout.
7. Each table will be responsible for cleaning their area.
8. Do not take food outside the lunchroom area without permission from staff.
9. No hats are to be worn in the building.
10. Respectfully obey all direction from the lunchroom supervisors.

The playground supervisors may prohibit any activity they decide is dangerous, but, in general, when on the playground or school grounds students should do the following:

1. Remain in designated areas of the playground until dismissed.
2. Never leave the playground or enter adjoining yards.
3. Never throw things that may cause injury (dirt, sand, stones, etc.).
4. Obey all directions given by the playground supervisors.
5. Whistles will be utilized only outside to signal the students to line up.
6. All students are encouraged to dress appropriately for the colder days when going outside.  
\*IN/OUT signs will be posted in all the hallways to indicate if the recess session is inside or outside.
7. No hand-held video games, or music devices.
8. No gum is allowed on the school grounds.  
No candy or other food outside the lunchroom.

Students who consistently do not follow the lunchroom/recess rules or are disrespectful to any adult will be sent to the principal for disciplinary action. Consequences may include loss of lunch/recess time; before/after school detention and parent contact. The school will make playground equipment such as basketballs, soccer balls, etc. available. There will be a checkout procedure set up by the supervisors to insure that equipment is returned to its proper place. Students are asked not to bring unsafe equipment from home, such as bats or hard balls. However, they may bring a tennis ball or a Nerf ball for catch. Any item that is brought from home is to be approved by the supervisor for safety reasons.

## **DRESS CODE**

1. In general, student attire should be such that it does not draw overt attention to it and disrupt the educational process.
2. No student will be allowed to wear footwear that is designed so that unnecessary noise is made while walking or that damage can be done to the school's floor.
3. Shirts/blouses that contain inappropriate phrases that refer to alcohol, drugs, sex or tobacco are not allowed. Mesh shirts, tank tops, halter-tops and shirts that do not completely cover the midriff are unacceptable for Junior High students.

4. Shorts and dresses are permitted, however they must cover half the thigh.
5. Dress worn to school must be worn during the school day, including lunch periods. The exception to the rule would be gym clothes worn during gym class.
6. Final decision on proper attire will rest with the administration.

## **EXTRACURRICULAR ACTIVITIES**

There are many school activities offered at Oak Grove School. Each student is welcome to try out for the activities he or she would like to participate in throughout the year. When a student becomes involved in an extracurricular activity, the student needs to realize that he or she is making a commitment. In most of the activities this means:

- (a) Attending all practices,
- (b) Attending all games or major events scheduled for the designated activity,
- (c) Being responsible for equipment and uniforms needed for participation, and
- (d) Representing Oak Grove School in an appropriate and positive manner.

Because of the many activities offered, scheduling conflicts are anticipated for those students who become involved in more than one activity. A statement of priority follows as to the activities, and to which event, the student is to attend in case of a conflict:

1. Scheduled activities (athletic, music, etc.) take priority over practices.
2. State and District Music Contests have first priority in the event of a conflict.
3. Teachers sponsoring activities will make every effort to help students who have conflicts in scheduling.
4. Year-long commitments, such as Band, Chorus, Student Council, etc., will have priority over seasonal events.
5. If a conflict persists, the building administration will make the final decision.

Additional information and regulations can be found in the Oak Grove School Athletic Eligibility Handbook.

## **ATHLETIC ELIGIBILITY**

Each student must have a physical examination by a physician in order to try-out, participate, or practice as an athlete, or a cheerleader. The Athletic Eligibility Handbook reviews all the specific expectations for athletes. These will be issued to participants and will be reviewed thoroughly.

The philosophy of the Athletic Department is in direct correlation to the overall philosophy, aims, and objectives of the Oak Grove School District 68. In addition, the goals of the Athletic Department are as follows:

- To foster the development of good sportsmanship
- To develop and maintain the physical well-being of the students
- To develop the necessary basic skills
- To make athletics a part of the total education process by stressing the necessity for maintenance of academic proficiency
- To encourage broad participation for all students
- To instill within the participants a sense of personal discipline and pride.

## **HONORS SOCIETY ELIGIBILITY AND MEMBERSHIP**

The Honors Society at Oak Grove School is an organization that rewards academic achievement, leadership and service achievements, and character attributes among the members of the Junior High. Specific

qualification criteria are required to be eligible for induction into the organization, along with teacher recommendation.

#### Academic □

Students must achieve a cumulative grade point average of 3.75 or better in each of the three most recent, consecutive trimesters. After induction into Honors Society, students must achieve a cumulative grade point average of 3.75 or better each trimester to maintain eligibility. The third trimester of sixth or seventh grade can be considered as one of the consecutive trimesters to begin the recommendation process.

#### Leadership and Service

Leadership and Service, whether in or out of school, will be part of the criteria reviewed. Eighty percent of a student's teachers in junior high must rate the candidate highly in these two areas.

#### Character □

Character is demonstrated by the quality and quantity of detention notices and academic notices, including lunchroom and hallway conduct. Character is also defined as honesty, courtesy, respect, positive peer relationships, cooperation, commitment, integrity, positive representation at Oak Grove sponsored events and assemblies, and sportsmanship.

#### Teacher Recommendation □

Students who receive a notice of academic eligibility will be asked to submit a one-page biography detailing their leadership and service achievements. Teacher input is used for further identification as to the character of the eligible students. Students will be given approval using the guidelines for leadership, service, and character.

Students will be notified by a letter as to the outcome of their application for membership in the Oak Grove School Honors Society. If accepted, students must not only maintain their academic average, but also continue to display the other qualities of leadership, service and character. Members will be expected to attend Honor Society meetings and complete 5 hours of community service throughout the year. Students will be notified by letter if their status has been changed to first probation, second probation or dismissal. Students on second probation or dismissal may not participate in any Honors Society activities.

### **STUDENT COUNCIL**

Our Oak Grove School believes in democracy and practices democracy through its Student Council. Officers of our Oak Grove Student Council are elected by students in grades 4 - 7 in the spring of the year. Also serving on the Student Council are representatives from grades 4 through 8. They are elected by their respective homerooms. Elementary grades 1-3 will have special planned activities hosted by the Student Council.

The Oak Grove Student Council's purposes and objectives are:

1. To understand and practice the system of representative government.
2. To develop skills by participating in the solution of common problems.
3. To gain skills in cooperative action.
4. To experience the privileges and responsibilities of democratic citizenship.
5. To develop leadership qualities and school spirit.

Student Council Activities: Some of the Student Council activities and programs are:

- Canned Food Drive
- Fundraisers
- Dances

Student Council Dances: Dances are typically held on Fridays from 3:30-5:30 PM, for seventh and eighth graders. The sixth graders are traditionally invited to the spring dance. Students cannot leave a dance early without their parent being there to pick them up. A permission slip is required from any student who attends a dance. Students are required to follow behavior expectations at all school functions.

Student Council Officer Elections: The Student Council election is held in the spring of the year. Offices for which general elections are held include President, Vice President, Secretary, and Treasurer. Students must fill out nomination forms and have their nomination signed by at least two staff members and the principal. The administration reserves the right to make eligibility judgments on student council officer nominations.

## **HEALTH SERVICES**

Oak Grove School provides a school nurse on school days from 8:00 AM to 3:30 PM to handle illnesses and/or injuries occurring during the school day.

When students arrive at school, they need to be in good health and ready to fully participate in school activities. If your child has a temperature of 100 or above, a contagious skin rash, upset stomach, acute cold or general signs of listlessness and illness, he/she should not be sent to school. Your child should be fever free (without the use of medication) for 24 hours before returning to school.

If your child is ill and will not be in school, please inform the school (847-367-4120) by 9:00 AM along with the reason for absence. Be sure to inform the school when your child has a contagious disease (i.e. chicken pox, strep infection, etc.) so that the parents of classmates can be informed of the disease.

If your child has a medical problem that should be brought to the attention of school authorities, a written statement from your doctor is required.

A doctor's excuse is needed in order to keep a child out of gym for more than one (1) day. A parent's note is only acceptable for one (1) day.

**If a student cannot participate in gym class, he/she may not participate in extra-curricular sports activities that day.**

## **COMMUNICABLE DISEASES**

A child who has had a communicable disease is required to present a doctor's statement authorizing readmission if returning before the required time limit:

- a) Strep Throat or Scarlet Fever - 24 hours after starting antibiotic;
- b) Chicken Pox – Seven (7) days after eruption (including if breakthrough after having received the Varicella immunization)
- c) Measles – Five (5) days after appearance of rash;
- d) German Measles – Four (4) days after appearance of rash;
- e) Mumps - all swelling has disappeared;
- f) Pertussis (Whooping Cough) - Must be on antibiotics for 5 days prior to returning to school and activities;
- g) Other - physician's statement is required

Please inform the School Nurse if your child is diagnosed with a communicable disease.

## **HEALTH LAWS**

Students entering Oak Grove School must show proof of having had a physical examination within one year prior to entering Kindergarten, 6th Grade and/ or entering school from an out of state school, regardless of grade. Per Illinois law, if proof of a health examination is not submitted before October 15th, your child will be excluded from school until such time as it is received. Physical exam forms are available in the school offices.

Yearly physical examinations are required for all students in 5th-8th grades who participate in interscholastic and intramural sports, cheerleading and pom squad. The completed physical exam form must be in the health office before a student may try out for any sport.

Dental examinations are required for students in Kindergarten, 2nd Grade and 6th grade. The examination must have taken place within 18 months prior to May 15th of the school year. If proof of a dental examination is not submitted by May 15th, the last report card of the school year may be held. Dental exam forms are available in the school office.

A vision examination is required for all students entering kindergarten and students entering an Illinois school for the first time. The examination must be done by a licensed physician who does eye examinations or a licensed optometrist. The components of the eye exam shall at a minimum include history, visual acuity, subjective refraction to best visual acuity near and far, internal and external exam, a glaucoma evaluation, as well as any other tests or observations that in the judgment of the doctor are necessary.

All students are required to have up-to-date immunizations as set by the Illinois Department of Health. Please consult your physician for a list of required immunizations. Students are expected to be compliant prior to the start of school.

## **CONCUSSION**

Please click [here](#) to view important information regarding concussions.

## **FOOD SHARING**

Homemade food items cannot be shared with other students. This includes birthday or classroom treats, or items consumed during before/after school activities. For further information, please click [here](#) to view the Food Awareness Handbook.

## **MEDICATION POLICY – (Also see Board Policy 7:270)**

Medication will be dispensed to a student during school hours by school health personnel under the following conditions:

1. The medication is required during school hours and is necessary to help the student maintain his/her health.
2. All medication sent to school must be accompanied by written permission from parent(s) and signed by a doctor. This includes both prescription and non-prescription medications including Tylenol, ibuprofen, cold medications, eye drops and topical ointments. Medications will not be dispensed without a signed physician/dentist order.
3. Written orders from the physician/dentist must be provided to the school and should include the following;
  - a) Child's name; medication; dosage; time to be given and route of administration.

- b) Diagnosis requiring medication and possible side effects.
  - c) Doctor's/dentist's printed name, signature and phone number.
4. Medication must be in the original prescription bottle or manufacturer's container and brought to the nurse's office.

PRESCRIPTION MEDICATION shall be labeled with

Child's name  
 Prescription number/medication/dosage/date  
 Doctor's name

OVER THE COUNTER MEDICATION

Must be brought in the original manufacturer's container with the ingredients listed and the student's name affixed.

- 5. The parent shall bring any medication to the school. In the event the parent is unable to bring medication, a phone call to the health office must be made to alert the nurse that the medication is being brought to school by the student.
- 7. The school administration retains the discretion to reject any request for administration of medication, in which case a parent/guardian may come to school to administer the medication.

### **VISION AND HEARING**

Vision and hearing screening will be done on select students during the course of each school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision and hearing screening is NOT an option. If a vision examination report is not on file at the school for your child, and your child is in the group for whom screening is required, your child will be screened.

## **LEGAL NOTIFICATIONS**

### **CHILDREN'S PRIVACY PROTECTIONS and PARENTAL EMPOWERMENT ACT**

- (Also see Board Policy 7:15)

The following information concerning the Children's Privacy Protection and Parental Empowerment Act (PA 93-0462, effective January 1, 2004) is being sent out to the Regional Offices of Education (ROE) and school districts/local education agencies (LEAs) to disseminate to parents. To comply with the Act the Illinois State Board of Education must disseminate this information to the ROE and LEA for advising parents of these rights. The Illinois State Board of Education (ISBE) will also post the Act on its website.

#### Children's Privacy Protection and Parental Empowerment Act

##### Section 1

Short title. This Act may be cited as the Children's Privacy Protection and Parental Empowerment Act.

##### Section 5. Definitions

As used in this Act:

"Child" means a person under the age of 16. "Child" does not include a minor emancipated by operation of law. "Parent" means a parent, stepparent, or legal guardian. "Personal information" means any of the following:

1. A person's name.
2. A person's address.
3. A person's telephone number.
4. A person's driver's license number or State of Illinois identification card as assigned by the Illinois Secretary of State or by a similar agency of another state. "
5. A person's social security number.
6. Any other information that can be used to locate or contact a specific individual.

"Personal information" does not include any of the following:

1. Public records as defined by Section 2 of the Freedom of Information Act.
2. Court records.
3. Information found in publicly available sources, including newspapers, magazines, and telephone directories.
4. Any other information that is not known to concern a child.

#### Section 10. Prohibited act.

The sale or purchase of personal information concerning an individual known to be a child without parental consent is prohibited.

#### Section 15 Information Brokers.

(a) For the purpose of this Act, the consent of a parent to the sale or purchase of information concerning a child is presumed unless the parent withdraws consent under this Section.

A person who brokers or facilitates the sale of personal information concerning children must, upon written request from a parent that specifically identifies the child, provide to the parent within 20 days of the written request procedures that the parent must follow in order to withdraw consent to use personal information relating to that child. The person who brokers or facilitates the sale of personal information must discontinue disclosing a child's personal information within 20 days after the parent has completed the procedures to withdraw consent to use personal information relating to that child.

(b) This Section does not apply to any of the following:

- (1) Any federal, state, or local government agency or any law enforcement agency.
- (2) The National Center for Missing and Exploited Children.
- (3) Any educational institution, consortium, organization, or professional association, including but not limited to, public community colleges, public universities, post-secondary educational institutions as defined in the Private College Act, and private business and vocational schools as defined in the Private Business and Vocational Schools Act.
- (4) Any not-for-profit entity that is exempt from the payment of federal taxes under Section 501(c) (3) of the Internal Revenue Code of 1986.

#### Section 20. Application of the Consumer Fraud and Deceptive Business Practices Act.

A violation of any provision of this Act is a violation of the Consumer Fraud and Deceptive Business Practices Act. This Act, however, shall not be considered or construed to provide any private right of action.

The above Act (PA 93-0462) can be referenced at :

<http://www.ilga.gov/legislation/publicacts/fulltext.asp?name=093-0462&GA:=093>

## **NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Oak Grove School District 68, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members; and
- Photographs in school and district newsletters and on our web site.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Only information an organization specifically needs to do its job will be released. For example, the yearbook company will only receive children's names, grade levels, and photographs.

If you do not want Oak Grove School District 68 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 15<sup>th</sup>**. The following information is considered directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

## **NOTIFICATION OF RIGHTS REGARDING STUDENT RECORDS – (Also see Board Policy 7:340)**

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

1. The right to inspect and review the student's education records within 15 school days of the day the School receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible



student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA or ISSRA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. In such instance, the School will make a reasonable attempt to give the parent or eligible student prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge such information.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

## **LEGAL NOTIFICATIONS IN SELECTED BOARD POLICIES**

### **Student Services**

- 4:110 Transportation Policies
- 4:130 Free and Reduced-Price Food Services – Form on website
- 4:140 Waiver of student fees based on family income
- 6:160 English Language Learners classes
- 6:120 Education of Children with Disabilities
- 7:15 Surveys that request personal information from students
- 7:50 Birth certificate requirements
- 7:270 Administration of medication to students

### **Student Programs**

- 6:60 Notice of instruction in recognizing and avoiding sexual abuse
- 6:120 Provision of free appropriate education to students with disabilities  
Identification, assessment and provision of special education services

### **Student Responsibilities**

- 7:60 All Students must live in district - Residence
- 7:70 Attendance and Truancy
- 7:140 Right to search lockers and grounds - Search and Seizure
- 7:160 Student Appearance
- 7:180 Preventing Bullying, Intimidation and Harassment
- 7:190 Student Discipline – including weapons, gang activity and controlled substances
- 7:200 Suspension and 7:210 Expulsion
- 7:220 Bus Conduct Policies
- 7:230 Misconduct of Students with Disabilities
- 7:240 Conduct Code for Extracurricular Activities

### **Student Rights**

- 2:260 To raise complaints regarding discrimination and sexual harassment - Uniform Grievance Procedure
- 4:160 Notice to parents regarding pesticide applications – Environmental Quality of Buildings and Grounds
- 4:170 Sex Offender Communication
- 5:190 Requesting teachers qualifications
- 6:140 Education of Homeless Children
- 7:10 Discrimination, sex equity - Equal Educational Opportunities
- 7:15 Rights under the Children’s Privacy Protection and Parental Empowerment Act
- 7:20 Harassment of Students Prohibited
- 7:340 Rights under the IL School Student Records Act and the Family Educational Rights and Privacy Act and disclosure of directory information
- 8:70 Accommodating Individual with Disabilities

### **General Information**

- 4:160 Pesticide Applications
- 4:170 Safety

## **PARENT TEACHER ORGANIZATION (PTO)**

The purpose of the Oak Grove Parent Teacher Organization is to foster a closer relationship between the home and the school creating an atmosphere where parents and teachers may cooperate intelligently to raise the educational standards of the school, assist the children in their development, both academically and socially, and further the spirit of cooperation among parents, teachers, and residents of the community.

In pursuit of these goals, the PTO sponsors a number of programs utilizing funds acquired primarily from membership dues and fund raising. For a complete description of PTO programs, contact the PTO president. PTO meetings are usually held the first Wednesday of the month at 9:00 AM in the Faculty lounge.

The PTO cannot exist without the involvement and membership of the parents and teachers of Oak Grove School. The organization welcomes new parents to the school and thanks its present members for their support and effort in achieving its success.

EAGLES (Energetic Adults Gladly Lending Expertise to our School) Volunteer Opportunities: one of the branches of the PTO is the vibrant volunteer program.

The PTO also organizes and directs the student lunch program.

## **REGISTRATION**

### **EMERGENCY INFORMATION**

It is important that the student information card list the current phone numbers of both the husband's and wife's employers, child's doctor, and the names and phone numbers of persons to contact if the parents cannot be reached. Anytime this information is changed, please notify the school office.

### **ENTRANCE AGE**

The minimum chronological age for children entering kindergarten is five years of age on or before September 1 of the same calendar year. A birth certificate must be presented at registration to verify the date of birth. Children six years of age, or who will attain the age of six on or before September 1, shall be eligible for admission to the first grade when school begins.

### **TRANSFERS**

Students transferring to Oak Grove School during the school year will be required to register. Parents will be required to sign a form releasing student's records from the previous school.

Students transferring out of Oak Grove will be required to return all rental textbooks and library books.

## **RESPONSIBLE TECH USE POLICY**

Please click [here](#) to view the Responsible Tech Use policy.

## **SAFETY AND SECURITY**

Oak Grove School, District #68 has developed a comprehensive School Safety Plan. The following information is included in the plan, in addition to procedures for other safety issues.

### **ACCIDENTS AT SCHOOL**

Every effort is put forth to prevent school accidents. However, if an accident should occur, the procedure and disposition is as follows:

1. First aid is given as soon as possible;
2. The home is contacted;
3. In case the home cannot be reached, the emergency call person listed on the enrollment card will be notified.
4. Emergency medical services may be called with or without parent approval if school officials deem the injury serious. IT IS VERY IMPORTANT THAT THE FAMILY PHYSICIAN'S NAME AND PHONE NUMBER AND PARENTS' CURRENT WORK NUMBERS BE KEPT UP-TO-DATE ON THE SCHOOL RECORDS. Please call the office if these numbers change.
5. Parents should also make predetermined arrangements for the care of their child if the child must leave school due to illness or other emergencies. This information should be put on the student information cards at the time of registration.

### **BUILDING EVACUATION PLAN**

In the event an emergency forces us to evacuate the school building and grounds immediately, the District will follow established plans and procedures.

## **EMERGENCY CLOSING OF SCHOOL**

In case of a need to close school because of snowstorms or unforeseen reasons, notice will be issued on the *School Messenger* emergency calling system and school website, as soon as the decision is made. In rare instances, school may be closed before the end of a normal school day because of an emergency. Parents and their children should have a predetermined plan or arrangement for their children's early arrival home under such an emergency closing.

## **FIRE (Also see Board Policy 4:170 Safety)**

There will be at least 3 fire drills conducted during the course of a school year.

## **TORNADO & SEVERE WEATHER**

There will be two tornado/severe weather drills during the course of the school year.

## **INCLEMENT WEATHER**

Students do not go outside for recess when the weather is inclement. This decision regarding the students staying inside for recess is at the discretion of the principal and lunchroom supervisors.

## **SCHOOL BUS EVACUATION DRILLS**

Bus evacuation drills are conducted for all bus riders once a year.

## **VISITORS**

VISITORS TO SCHOOL: Oak Grove School welcomes parents as visitors; however, FOR THE PROTECTION AND SECURITY OF ALL STUDENTS, ALL VISITORS WILL BE REQUIRED TO PRESENT A PHOTO ID ON THEIR FIRST VISIT.

- A parent who wishes to visit their child's class must pre-approve the visit with the teacher and administration.
- The principal shall have the right to restrict the number of visitors to a particular classroom at any given time.

# **TRANSPORTATION**

## **SCHOOL BUS RIDERS**

School Bus Safety and Evacuation procedures will be reviewed annually. School bus riders, while in transit, are under the jurisdiction of the school bus driver and the school. It is expected that all riders, parents of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders:

1. Be on time at the designated school bus stop - help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Do not leave your seat while the bus is in motion.
4. Be alert to a danger signal from the driver.
5. Remain in the bus in the event of a road emergency until the driver gives instructions.
6. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus window.
7. Be absolutely quiet when approaching a railroad-crossing stop.
8. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
9. Assist in keeping the bus safe and sanitary at all times. Eating is not allowed on the bus.
10. Keep books, packages, coats and all other objects out of the aisle.
11. Be courteous to fellow pupils and the bus driver.
12. Help look after the safety and comfort of younger children.

13. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.
14. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
15. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
16. In the event a pupil misses the bus, the parent will be responsible for transporting the pupil to and/or from school.
17. Students will only ride their assigned bus. Exceptions may be made in advance for special situations, i.e., babysitting. A written parent note must be received and approved by an administrator.

### **BUS DISCIPLINE REPORT**

Students failing to maintain proper discipline at the bus stop or on the bus will receive a Bus Discipline Report from the driver or principal. The following procedures will be followed when reports are issued.

1. First Report - Minor infractions will result in parent contact and possible consequences.
2. If major infractions or additional reports are issued, the following consequences may be issued:
  - before/after school assigned seating
  - loss of lunch recess
  - removal from the bus for 1-10 days
  - continued infractions could lead to several weeks or permanent removal from the bus.

Parents will be contacted by the administration prior to any bus suspension. All consequences will be determined by the administration.

## **USEFUL INFORMATION**

### **ACCIDENT INSURANCE**

A student insurance plan is available at Oak Grove School. This insurance plan helps parents pay doctors and hospitals for accidents that might occur on the school premises and at school athletic events.

### **AFTER SCHOOL**

At no time shall a student, before or after school, be unsupervised. Once the 3:20 dismissal bell rings, students are expected to leave the building unless they are reporting to a teacher or reporting for an extra-curricular activity.

### **ATTENDING AFTER SCHOOL ACTIVITIES**

All students are encouraged to attend and support our athletic teams. Students who do attend are expected to remain in designated areas, displaying proper sportsmanship. Also, there is NO pop or candy allowed in the gym. Students will be subject to disciplinary actions if any of the above before or after school rules are not followed.

### **BEFORE SCHOOL**

At no time shall a student, before or after school, be unsupervised. Students are expected to report to a designated area before school starts. There is absolutely no roaming of the hallways allowed. Students are expected to use proper entrances only.

## **BICYCLES/SKATEBOARDS**

Students who ride bikes/skateboards to and from school need to follow these rules for safety:

1. Walk bikes and carry skateboards on school property when students are present (7:30 - 3:45).
2. Do not walk between cars to get to and from your bike/skateboard. Walk on sidewalks.
3. Lock your bike. (School is not responsible for lost or stolen articles)

NOTE: **Helmets are strongly encouraged.** No motorized vehicles may be operated by a minor on school property at any time.

## **BOOK FEE**

A school fee per student is paid prior to the first day of school. The fee helps to defray the high cost of textbooks and workbooks. In addition, students who abuse or lose textbooks will pay a fee at the end of the school year.

## **BUS DELAYS**

If possible, in the event of a known bus route delay, the school will attempt to notify parents via email, text or phone.

## **DROPPING OFF ITEMS**

On occasion, a student will need a parent to drop something off, i.e. forgotten lunch, books, school work, permission slip, etc. Please bring all items to the office. The office staff will notify the teacher of deliveries.

## **GIFTS**

The superintendent, principals and teachers shall not encourage the presentation of gifts to members of the staff by students. Simple spontaneous gestures of gratitude are certainly appropriate. Students will not be required to contribute to collections on behalf of any staff member.

## **GRADUATION REQUIREMENTS**

Students must be in good standing with both their academic grades, behavior and have met state requirements.

## **GRADUATION SPEECH GUIDELINES**

1. Three (3) eighth grade students will be selected to give speeches at the graduation ceremony.
2. Selection of individuals is based on:
  - a. Submission of speech request form.
  - b. A formal audition to evaluate speech content and speaking ability.
3. The speeches are:
  - a. Opening Reflections - 1 (one)
  - b. Main Speech - 1 (one)
  - c. Closing Reflections - 1 (one)
4. Students selected must submit, in writing, the speech to be given at least 2 weeks prior to graduation.
5. The speech must be approved by the faculty designee and the building principal.
6. No changes, additions or deletions will be allowed once the speech has been approved. Speeches must not be derogatory, nor be construed to single out any one student, teacher, administrator or other staff member.

## **GYM LOCKS**

Students in grades 6-8 are required to have locks on their gym lockers. The Physical Education Department will distribute locks.

## **HALLWAY LOCKERS**

It is expected that all students will be responsible for maintaining an orderly locker. This includes organizing the inside of the locker so that materials are easily accessible and so that the locker will close without any difficulty. Also, do NOT leave any materials on the top of the lockers or on the floor next to them. Students may not have open food or drink in their locker.

K-5 students are also expected to maintain an orderly locker and desk. Please keep all your materials neatly organized in your desk and not under the desk. Book bags should not be carried from class to class throughout the school day.

Students are expected to have locks on their hall lockers. The school will furnish a lock for all 6-8<sup>th</sup> grade students at no cost. Lost locks, however, are the responsibility of the student. Non-school locks are not to be used for any reason. Students must be able to fit book carriers in their locker and they must not be left in the halls. The District is not responsible for lost or stolen items from a student's locker.

## **LOST AND FOUND**

Misplaced articles of clothing, books, etc., found in the school are put on display on a table in both cafeterias. Items not claimed by the last day of each month will be given away to a local charity. Articles of value, such as watches, glasses, etc., are kept in the office. Parents and students should make it a practice to check on lost articles.

**A student's personal possessions should be labeled with name or initials and grade. This is especially important for items of clothing, such as coats, boots, and for lunch bags.**

## **LUNCH**

The PTO offers periodic lunches as a fundraiser. Families experiencing financial hardship may apply for Free and Reduced lunch by completing forms found on the Business Office page of our website.

## **MILK**

To save valuable time, Oak Grove School makes one charge for optional milk. This includes the student's cost of milk for the entire school year. Payment for a student's milk should be made at registration, or not later than the first week of school.

## **PARKING LOT INFORMATION**

Parent parking for K-4 students is available in the lower lot by the Elementary Office entrance. Parents of 5-8 grade students should park in the upper lot. Please park only in the designated parking spaces. If you are dropping your child off in the morning, use the drop-off only lane. Pull all the way forward and make sure your child is ready to exit the vehicle. If you need additional time, there are 10 minute only parking spots located near both the elementary and junior high offices. The outside lane is for through-traffic only.

Remember to use your turn signals.

**State law mandates that it is illegal to use a cell phone or handheld device on school grounds while operating a motor vehicle.**

## **PARTIES**

Approved parties are:

Kindergarten:	Halloween, Holiday and Valentines
Grades 1-5:	Halloween, Holiday and Valentines
Grades 6-8:	Holiday (optional)

Healthier more nutritious foods are strongly encouraged over high calorie, high fat, and high sugar foods.

## **PARTIES OUTSIDE SCHOOL**

Please do not send party invitations to school for your child to pass out. Many hurt feelings result when everyone is not invited.

## **PETS IN SCHOOL**

**Pets are not permitted on the school grounds.** No pets are allowed on the school bus at any time.

## **PUBLICATIONS**

Oak Grove School publishes the *Oak Grove News* weekly. It can also be accessed on our website at [www.ogschool.org](http://www.ogschool.org)

## **STUDENT CELL PHONE USE**

Cell phones may be used before or after school. During school hours cell phones must remain in the student's locker and be turned off.

## **SCHOOL SUPPLIES**

A student supply list is included in the registration packet and on the school website.

## **SMARTWATCHES**

Students are allowed to wear smartwatches to school, however they are not to be used to text, make or receive phone calls during school hours.

## **STUDENT SOLICITATION**

Oak Grove School District advocates the notion that students not be involved in fundraising activities that are sponsored in part by out of district agencies. See Board of Education Policy No. 7:325.

## **OFFICE TELEPHONE USE**

The office telephone is for school business. Students will not be called to the telephone during school hours except in cases of emergency. Students needing to call home during school hours should do so only for emergency purposes. Junior High students may use the office phone only after securing a phone pass from their teacher establishing that there is an appropriate reason to use the phone.

## **TRANSPORTATION (Also see Board Policy 4:110)**

Oak Grove School provides bus transportation for those students who are not from the designated "walking" areas. New residents of the district who have questions regarding our bus program should call Debi Shaffer at extension 2026.

## **TUTORING**

Teachers are available to assist students after the school day is completed. Teachers who receive a request for outside tutoring should refer parents to the principal's office. Teachers may not tutor their current students. As a courtesy to parents, a tutoring list is available in the Elementary and Junior High Offices. The district does not screen or endorse any individual tutor.

## **WALKING RULES**

"Pedestrians are prohibited from walking on a roadway if there is a sidewalk next to it." "If there is no sidewalk, they must walk on the left side of the pavement or shoulder; and they must step off the pavement when a vehicle approaches." (RULES OF THE ROAD - Illinois Secretary of State)

## **YEARBOOK**

A school yearbook is published and distributed for all students. The cost is included in the annual school fees.