

# OAK GROVE SCHOOL



# STUDENT HANDBOOK

Last reviewed **7/30/25**

## PRIMARY MISSION OF OAK GROVE SCHOOL

*The mission of Oak Grove School District is to provide an opportunity for every student to master grade level skills regardless of previous academic performance, family background, socioeconomic status, race, or gender. We will measure our achievement based on local and state assessments and overall classroom performance. The entire staff pledges to ensure student success by providing a positive learning environment that meets the needs of every child.*

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its current practices, procedures and regulations. Membership or participation in a school-sanctioned activity is a privilege and not a property right. It has been structured to help promote student progress as well as the interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents, and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his or her age and maturation, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community. Disciplinary responses may include, but are not limited to, those stated within this handbook.

In addition, the principal may establish certain written rules and regulations inconsistent with those established by the Board of Education and the Superintendent.

This Handbook is a living document and reflects the most current information. This document is updated as needed with new information and should be utilized as a regular resource for information regarding school rules, policies and procedures.

### TABLE OF CONTENTS

#### GENERAL INFORMATION

Absences/Tardy	page 2
Activity Fee	page 3
Administering Medicines/Nurses Office	page 3
Asbestos Management	page 3
School Hours	page 4
Drop of Procedures	page 4
Pick up Procedures	page 4
Dismissal Procedures	page 4
Bicycles/Walkers	page 5
Book Bags	page 5
Book Rental/Resource Fee	page 5
Bus Transportation	page 5
Device Repair/ Replacement Fees	page 6
Grading Scale	page 6
Gym Shoes	page 6
Health Examinations	page 7
Internet & Computer Acceptable Use	page 7
Lice Policy	page 8
Lost and Found	page 8
Lunch	page 8
Oak Grove Family Communication	page 9
Placement of Students	page 9
Posters - Circulars	page 9
Records -Students	page 9
Request for Teacher Policy	page 10
Residency	page 10
Safety Drills	page 11
School Closings	page 11
ELearning Days	page 11

Sign-in/Sign-out	page 12
Telephone & Cell Phone Policy	page 12

#### ACADEMIC POLICIES

Conferences	page 13
Homework	page 13
Honor Roll	page 13
Make-up Work	page 13
Report Cards	page 13
Retention	page 14

#### DISCIPLINE

Discipline/Disciplinary Measures	page 14
Bullying	page 16
Cheating	page 17
Dress and Personal Appearance	page 18
Rights and Responsibilities	page 19
Saturday Detentions	page 20
Sexual Harassment	page 20
Spray Devices	page 20
Suspension or Expulsion	page 20
Truancy	page 21
Use of Reasonable Force	page 22

#### PROGRAMS

Medicaid Reimbursement	page 22
Physical Education	page 22
Special Education	page 23
Title IX	page 24
Vision Screening	page 24
Parent Notices - ESSA	page 24
Search & Seizure	page 25

## GENERAL INFORMATION

### **ABSENCES/TARDY**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or other reasons as approved by the building principal.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

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

In the event of any absence, **the student's parent/guardian is required to call the school at 309-697-0621 before 9:00 a.m. to explain the reason for the absence.** If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

When it is necessary for a student to be dismissed early, a request must be written by a parent/guardian stating the reason for early dismissal. This will be cleared in the office when the child arrives in the morning, and the student will be issued an excuse to be released from class.

If a student is absent for any two complete hours/periods or more, he/she is considered at least one-half day absent. Therefore a student cannot be counted for a full day of attendance if he/she arrives after 10:00 or leaves before 1:45. Please keep these guidelines in mind when scheduling appointments such as doctors, dentists, etc. It would be beneficial for your child to schedule such appointments during the lunch period or at the beginning or end of the school.

Students who become ill during the school day should report to the nurses office. Generally, a headache, sore throat, or upset stomach without other symptoms is insufficient reason to leave school. However, if a student has a fever or other indicator of illness, we will attempt to contact the parents or guardians to request they come and pick up their child. Students who are ill will NOT be allowed to walk home. Under no circumstance will a student be allowed to leave the building without contact with a parent or guardian, a close relative, or person listed as an emergency contact on the registration form. Students going home ill must sign out in the office.

Students who are absent from school after 12:00 (noon) are ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the building administration in order to participate that afternoon or evening in any extracurricular game, contest, or performance. The administration may waive this requirement in special situations (i.e. doctor appointment, a dentist appointment, and emergency circumstances – documentation will be required). Likewise, a student should not attend an after school activity if he/she has not been in attendance on that given day.

### **Tardy**

Students are expected to be on time and prepared throughout the day. Students arriving late must report to the office via Door #2 and sign in. Students must either have a note from a parent stating the reason for tardiness, OR be accompanied by a parent when checking in at the office.

### Remote Learning Attendance

Attendance is recorded for remote learning by checking in no later than 9am. Students who do not check in and/or participate in remote activities will be marked absent.

### **ACTIVITY FEE**

An Activity Fee of \$25 per activity for all extra-curricular activities will be charged for the 2024-2025 school year. There is a family maximum of \$100 per year. To all who are not Free/Reduced Lunch.

### **Nurses Office:**

The health and wellness of our students is a top priority at Oak Grove. In order to assure the health and wellness of our students we ask that any student that is experiencing any of the following symptoms remain home until they are symptom free for 24 hours without medication.

Symptoms include, but are not limited to, fever, vomiting, nausea, coughing, runny nose, body aches, and chills.

Students who come to school ill will be sent home.

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

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed Authorization For Administration of Medication is submitted by the student's parent/guardian. This Medication Authorization Form MUST be signed by a physician and the parent/guardian. The Oak Grove Nurse's Office will not provide Tylenol or Ibuprofen, it is the parents responsibility to provide this. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

### **ASBESTOS MANAGEMENT**

All management plans are available for inspection at the District Office. These may be viewed during regular school hours.

### **SCHOOL HOURS**

School doors do not open before 8:00 unless for zero hour. Children should not arrive at school before 8:15 A.M. unless requested to do so by school staff, is a bus rider, or if eating breakfast at school. We are happy to offer a before and after school program to the families of Oak Grove. Please read through the information provided on the Oak Grove Cares webpage to determine if the program is a fit for you and your family. Please go to the Oak Grove Cares webpage under the School tab in the menu or [click here](#).

**The school will be open at 8:00a.m. for students who wish to purchase breakfast in the cafeteria.** Students must enter the building through door #1.

Students who need to see a teacher between 8:00 AM and 8:17 AM should report to the office immediately upon entering the building to check for teacher availability. Please note that teachers may not always be available.

School Day	
8:00AM - 8:15AM	<b>Breakfast</b>
8:17 AM	K-8 Tardy bell (Classes Begin)
11:19: AM - 11:58 AM	5-8 Lunch
12:00 PM - 12:39 PM	K-4 Lunch
3:20 PM	Dismissal

### **DROP OFF PROCEDURES**

Those dropping off students are to use the drop off line located in the back of the school. **All students** being dropped off are to enter the back door on school days. Students are supervised by Oak Grove staff upon entering the school building. Due to the privacy of all students parents and guardians are not to enter the school with their students. Parents and guardians are to enter through the front door and check in to the school office following visitor procedures to access the school.

### **BUS RIDERS / BREAKFAST**

Those students who ride a bus will enter through the front door and will have an opportunity to eat breakfast before attending class. Students who are car riders may enter through the front door to eat breakfast, doors will be opened at 8:00am.

### **PICK UP PROCEDURES BEFORE DISMISSAL**

Parents and Guardians will enter the office through the front door and notify school staff of the student they need to pick up. At the time of arrival the student will be called to the office to dismiss. All those who pick up students will need to sign the student out.

### **DISMISSAL PROCEDURES**

All students who ride the bus will be dismissed from the front doors when buses arrive for pick up. All K-4th grade students being picked up will be dismissed from the back door. All 5th-8th grade students will be dismissed through the side cafeteria door. If 5th-8th grade students have younger siblings they will be dismissed together from the cafeteria. No students are to be picked up from the front door at dismissal. Due to safety concerns, preschool dismissal and bus dismissal all those picking up students must use the student pick up line for dismissal. Parents and guardians who are walking with their students must notify the teacher of how the student will be going home and students will be dismissed through the front door.

### **BICYCLES/WALKERS**

Students who ride bicycles to school must park them in the racks provided immediately upon arrival at school. They are not to be ridden during the school day. The school assumes no responsibility for damaged, lost, or stolen bicycles. It is suggested that students buy locks and use them when bicycles are parked in the racks. **BICYCLES ARE TO BE WALKED WHILE ON SCHOOL GROUNDS AND SHOULD NOT BE LEFT OVERNIGHT.**

All students must walk on the sidewalk leading to Oak Grove School. Students will follow the instructions of the crossing guard. Any student who disobeys the crossing guard or shows disrespect in any way will be sent to the principal's office immediately. This provision has been made for your child's safety. Parents and students assume all responsibility of risk with dangerous intersections in route to and from school.

### **BOOK BAGS**

Backpacks, totes, bags, etc. may not be carried in the hallway from class to class, **including purses**. Students with medical needs will be allowed to carry bags according to their IEP or 504 plan. All bags must be able to fit in student lockers/on student hooks.

### **BOOK RENTAL/RESOURCE FEE**

As more instructional materials are presented to students in both unbound paper and electronic form and not within purchased textbooks, the district utilizes this fee to assist with the replenishment of textbooks, paper supplies associated with instruction, and with the support of technology related instruction such as web-based programs and instructional technology support.

Book rental is \$55.00 for everyone. A \$10.00 discount is given on book rentals paid prior to the completion of the annual registration day (early August). Book rental may be paid in the office at any time. We ask that you cooperate by paying this fee as soon as possible.

Students are responsible for any book or supplies that are provided for classroom use by the school. The STUDENT will pay the replacement cost equivalent to the price of a new book for any book that is lost or damaged.

Any student transferring on or before the end of the first semester shall be charged a minimum of one semester's book rental and one-ninth of the yearly book rental for each additional month or fraction of a month beyond the first semester. A student entering later in the second semester will be charged one full semester book rental.

### **BUS TRANSPORTATION:**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. **Students are not permitted to ride a bus other than the bus to which they are assigned.** Exceptions must be approved in advance by the building principal.

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter one at a time without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
- Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.

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

### **Device Repair/ Replacement Fees**

A student will be charged a fee of \$25.00 for the first minor repair (monitor, keyboard, charger) to a district supplied device, if the issue is not a fault of the device or manufacturer. Additional repairs, beyond the first repair, due to neglect or lack of care of the device will be charged at full cost of the repair or replacement for each incident during a school year.

### **GRADING SCALE**

All academic courses will be used to determine Grade Point Average.

99-100 = A+	84 = C+
95-98 = A	78-83 = C
94 = A-	77 = C-
93 = B+	76 = D+
86-92 = B	71-75 = D-
85 = B-	70 = D-
	69 and below = F

### **GYM SHOES**

All K-8 students will be required to wear **tennis shoes** with non-marking soles for PE Class. These shoes can be left in their lockers and changed into for class.

## **HEALTH EXAMINATIONS**

### **Required Health Examinations and Immunizations:**

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

- Entering kindergarten;
- Entering the sixth.

Proof of immunization against meningococcal disease is required for students in grades 6.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

## **INTERNET & COMPUTER ACCEPTABLE USE**

All use of the Network/Internet shall be consistent with the Oak Grove School District #68 goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The Acceptable Use Policy does not attempt to state all required or prohibited behaviors by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Acceptable Use Policy will result in the loss of privileges, disciplinary action and/or appropriate legal action.** The signatures on this document are legally binding and indicate that the party who signed has read the terms and conditions carefully and understands their significance. The use of network facilities shall be



consistent with the curriculum adopted by the Board of Education as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **Consequences for Inappropriate Use:**

Any user violating this policy, applicable state and federal laws or posted classroom, building or district rules will lose network privileges and will be subject to action under the Oak Grove Elementary Schools #68 Discipline Policy.

#### **General Conditions and Information:**

In compliance with the Children's Internet Protection Act (CIPA), District #68 does provide a "technology protection measure" – generally referred to as an Internet filter – to block access to visual depictions deemed "obscene", "child pornography" or "harmful to minors". Despite the protections provided, it should be understood that not all content can be blocked. Further, Oak Grove School District #68 makes no warranties of any kind, whether expressed or implied, for the services covered by this policy. The electronic information available to students does not imply endorsement of the content by Oak Grove School District #68, nor does the district guarantee the accuracy of information received on the Internet. Oak Grove School District #68 shall not be responsible for any damages a network user suffers. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network nor for any information that is retrieved via the Internet. Oak Grove School District #68 shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. Oak Grove School District #68 reserves the right to log network use and to monitor file server space utilization by district users, while respecting the privacy rights of both district users and outside users.

### **Chromebook Use**

5th through 8th grade students will have the ability to take their chromebooks home for school use. All student devices are monitored both at school and at home to ensure Acceptable Use Policy guidance. If a student is misusing the chromebook while at home by using inappropriate sites, meets, or social media platforms etc as well as not returning to school with their device including having the chromebook but not having it charged students will receive the following consequences.

**Strike 1** -Warning 1- Verbal warning regarding use/ not having device ready to use for school

**Strike 2**-Warning 2- Student reviews acceptable use policy/ review of procedures for device use including usability at school (having device, charged device) -noted in TeacherEase

**Strike 3**- Students will receive an Office Detention and will not be allowed to take Chromebook home for school use. (Length to be determined by Administration but may include Per trimester, Remaining days of school year)-noted in TeacherEase

### **LICE POLICY**

Students may be excluded from school when live lice are observed and verified. In the event lice are present on a student, parents will be required to pick up their child and provide treatment. The child will need to be screened by the school nurse or a staff member for no evidence of lice in order to return to school.

### **LOST AND FOUND**

All "FOUND" articles should be taken to the area by the nurses office. Students may claim items in the morning before school or after school. Articles not claimed will be donated periodically.

### **LUNCH- Staying Free or Fee schedule**

ALL STUDENTS MUST EAT A LUNCH. The Oak Grove School District has qualified for free meals for all students. The lunch menu for the week will be posted in the cafeteria, in the classrooms, and on the district website. For those who bring a sack lunch, milk may be purchased for .45 a carton. **Students who have a negative lunch account balance will not be allowed to purchase extra milk, water, or**

**entrees.** Students should buy only what they can eat in the cafeteria before the lunch period is over since opened packages of food or bottles of water **cannot be taken from the cafeteria.** Each child will have an account. Whatever amount of funds you send for your child's lunch will be credited to the appropriate account (i.e. A child brings \$10.00 and his/her account is credited \$10.00). When the child purchases an item, the price of the item will be subtracted from the account. Confidentiality will be insured for students on free and reduced lunch.

All students (3<sup>rd</sup>-8<sup>th</sup>) are allowed to purchase additional entrees for lunch by placing their order with their homeroom teacher during the homeroom period. Extra entrees and milk will be paid for out of their lunch accounts. Those students who participate in the free lunch program must have money deposited into their account in order to purchase additional entrees.

Students are not allowed to leave Oak Grove schools during the lunch period.

### **OAK GROVE FAMILY COMMUNICATION**

Oak Grove staff and administration strive to provide clear and consistent communication to school families. All discipline and behavior issues will be documented through the use of TeacherEase with an email sent to custodial parents. School families can receive school information and communicate using Class Dojo, Email or Phone. We encourage parents to work as partners in providing all students with the opportunity to learn and grow. As we provide opportunities for students to practice school rules and procedures there may be times when we have to communicate difficult situations. We appreciate your support and understanding when communication takes place. If frustration occurs we encourage you to wait 24 hours after the incident before engaging in problem solving with Oak Grove staff. All staff and administration will respond to communication from custodial parents within 24 hours of receipt. If needed a conference will be called to resolve conflict.

### **PLACEMENT OF STUDENTS**

Placement of students coming into the Oak Grove School from public or private schools shall be at the discretion of the school officials based upon student performance, test data, and any other pertinent information which is available.

Students shall not be moved from grade to grade for purely social reasons.

Students, who by teacher judgment and student test results, demonstrate a proficiency level comparable to pupil performance one grade or more below current placement shall be provided with a remediation plan.

This plan will be developed by the district and consultation with parent/guardian and teachers for the best interests of each child on an individual basis. The plan will include one or more of the following steps:

1. remedial reading instruction
2. special homework and modified instruction
3. summer school when State monies are available
4. RTI services
5. retention in grade

### **POSTERS - CIRCULARS**

Any sign, poster, or notice directed to the interest of the student body must be approved and initialed by the principal. Notices pertaining to school associated activities will most generally be approved. Any poster, sign, or notice posted without the principal's approval will be removed. Posters, circulars, flyers, etc. can also be given to administration to place on our school's website once approved.

### **RECORDS-STUDENT**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video

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

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

Please contact the school office for more information.

### **REQUEST FOR TEACHER POLICY**

Due to new teacher evaluation requirements from the state, class groups will be created on data collection by faculty and administration. **Parent requests for teachers will not be accepted.**

### **RESIDENCY**

Only students who are residents of the District may attend the District school without tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student. The administration requires proof of residence and legal custody.

"Legal custody" means:

1. Custody exercised by a natural or adoptive parent with whom a pupil resides;
2. Custody granted by order of a court to a person with whom the pupil resides for reasons other than to have access to the District's educational programs.
3. Custody exercised under a statutory short-term guardianship, provided that within 60 days of the student's enrollment, a court order is entered establishing a permanent guardianship and granting custody to a person with whom the pupil resides for a reason other than to have access to the District's educational programs;
4. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the pupil who resides with that adult caretaker relative for purposes other than to have access to the educational programs of the district; or
5. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the pupil and provides the pupil with a regular fixed night-time abode for purposes other than to have access to the educational programs of the district.

Custodial parents will be required to sign a residency form at the beginning of each school year. You will also be asked to provide 2 proofs of residency (i.e. water bill, phone bill, etc.). A Driver's license is not acceptable.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

If a student's family plans to move into the District within 31 calendar days after the beginning of school, the student will be allowed to attend school at the beginning of the school year without payment of tuition.

The district allows a dependent of United States military personnel who is housed in temporary housing located outside of the district to enroll if the dependent will be living within the district within 6 months after the time of initial enrollment and the military personnel seeking to enroll the dependent under this exception provides proof that the dependent will be living within the boundaries of the district within 6 months.

**Non-Resident Students** – Non-resident students may attend the District school upon the Superintendent's recommendation, approval of the Board of Education, and subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend the following year.
2. The student will be accepted only if there is sufficient room.

3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. Transportation to and from school shall be the responsibility of the parent(s)/guardian(s).

**Challenging a Student's Residence Status** – If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

**Homeless Children** – A homeless child, as defined by State law, may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation shall be arranged according to State law. If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or her parent(s)/guardian(s) of the availability of an investigator, sources for low-cost or free legal assistance, and other advocacy services in the community.

**LEGAL REF:** 30 ILCS 220/11.  
 105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5.  
 23 Ill. Admin. Code ^ 1.20(e).  
Kraut v. Rachford, 366 N.E.2d 497 (1st Dist. 1977).

### **SAFETY DRILLS:**

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

### **SCHOOL CLOSINGS**

Oak Grove utilizes an alert notification system to make all Oak Grove families and staff members aware of school closings. It is important that you keep a current phone number and email address on file with the school district in order for you to receive these very important announcements.

**PLEASE DO NOT CALL THE SCHOOL.** If you feel school may be closed or dismissed early because of adverse conditions, listen to the following radio and/or T.V. stations:

WIRL 1290 A.M. WMBD (T.V.) WFYR 97.3 F.M.  
 WXCL 104.9 F.M. WHOI (T.V.) WWCT 106 F.M.  
 WEEK (T.V.) WSWT 106.9 F.M.

### **EMERGENCY REMOTE LEARNING DAYS**

The term "remote learning day" refers to a school day when instead of coming to a school building teachers and students communicate online, using Google Classroom and other means of digital learning, as well as engage in other learning activities outside the school environment. Teachers share assignments and hold virtual office hours while students complete assignments and receive guidance from teachers.

Emergency remote learning days will be utilized if school were to be closed due to inclement weather. Parents/guardians will receive an automated phone call via the school communication system as well as the school Facebook page.

- Students should not report to school but should engage in remote learning activities as assigned.
- Teachers will post work by 9:00 AM for the students they would have seen that day
- Teachers will be online during the school day 9:00AM-2:30 PM to answer questions and provide guidance

- The due dates for remote learning day assignments will be flexible.

### **SIGN-IN/SIGN-OUT**

**Visitors:** All visitors must report to the main office when entering the school through door #1. Once you ring the buzzer office staff will let you in. The office staff will apply the appropriate procedures for visitors to follow at that time.

**Students:** During the school day, a parent must come into the building via door #1 and sign-out their student(s). When a student comes into school after regular start-time, he or she must be signed in to the office by a parent or adult bringing them to school.

### **TELEPHONE & CELL PHONE POLICY**

Students are to use the school phone for emergency calls at teacher/office discretion. The school phone should not be utilized for situations that can be handled at home, such as rides home or for after school activities.

#### **CELL PHONES:**

The use of electronic devices and other technology at school is a privilege, not a right. All students have been provided a school-issued device for learning purposes. Students are prohibited from using personal electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

**During the times of 8:00 am - 3:20 pm, which includes class periods and passing periods, electronic devices must be kept powered-off and in student lockers unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's 504 accommodations or individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.**

**Students may have their phone in their backpack during morning gathering in the gym but should put their phone in their locker (5-8) classroom (K-4) when they transition to class.**

During extracurricular events and activities (such as a concert, dance, or play), cell phones may be used only at the conclusion of the activity or extracurricular event under the direct supervision of the activity sponsor. At no time should a student record or post recordings without faculty/administrative permission.

**5<sup>th</sup>-8<sup>th</sup>:** ALL CELL PHONES MUST BE TURNED OFF AND STORED IN THEIR LOCKER.

**K-4<sup>th</sup>:** ALL CELL PHONES MUST BE TURNED OFF AND STORED IN THE CLASSROOM OR THE SCHOOL OFFICE.

STUDENTS ARE ENCOURAGED TO LEAVE THEIR CELL PHONES AT HOME. Oak Grove School District #68 is NOT responsible for a lost, stolen, or damaged cell phone.

Consequences for phone usage:

- First offense – The device will be taken to the office. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office. A daily check in/out of the phone in the office will be implemented for one month.
- Second offense – The device will be taken to the office.. Students will continue the daily check in/out for one additional month. An Office detention will be assigned. The student's parent/guardian will be notified.

- Third offense – The device will be taken to the office. An Office detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school and meet with administration.

## ***ACADEMIC POLICIES***

### **CONFERENCES**

If a parent desires a conference concerning conduct or scholarship of any student, they may first call the teacher and a meeting time convenient to all concerned will be arranged. Each staff member has voicemail and checks it daily. Good communication between parents and the school is essential and will do much to improve learning situations for your child. We are here to serve you and the community.

### **HOMEWORK**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Academic consequences associated with incomplete or missing assignments, or non-compliance with homework shall be addressed between the student and the teacher. Issues associated with chronic homework completion shall be immediately addressed by the teacher with the parents or guardian of the students.

### **HONOR ROLL**

Those students who have excelled in their academic classes are recognized on the Honor Roll at the conclusion of each grading period. Recognition for students in grades 5, 6, 7, and 8 is given for two degrees of excellence: Straight A Honor Roll are students who earned an A+, A, or A- in ALL classes. Honor Roll recognizes students who receive A's and B's in all of their classes.

### **MAKE-UP WORK**

A student shall have the opportunity to make up school work missed due to an excused absence. It shall be the responsibility of students to initiate a make-up procedure and schedule with his or her teacher(s). Students will have the same amount of days to complete their homework that they missed. For example, if they were sick for two days, they will have two days to complete missed assignments. Students who receive a suspension for an infraction of school rules shall be required to make up work and will receive full credit for it. A student shall receive full credit for school work made up pursuant to an excused absence.

**Make-up work for planned absences must be gathered before the planned absence and is due the day the student returns.**

Students that are on suspension will have the opportunity to make-up the work on the days they were excluded from school. They will be given their work when they are eligible to return to school and have one (1) day to complete and turn in. Failure to do so will result in zeros. Students on suspension will not be allowed to make-up participation points that are awarded on the day(s) of their exclusion from school.

### **REPORT CARDS**

Grade reports (report cards) will be issued every nine weeks, and progress reports will be issued mid-way through the nine-week grading period. If a child receives an incomplete on his/her report card, that child will be given appropriate time after issuance of the report card to turn in the necessary work which will entitle that child to a grade in the subject. If the child does not comply with this rule, the grades for the papers not completed are changed to zeros.

## **RETENTION**

Students may be retained in their current grade level when this action would be beneficial to the student's academic and/or social growth and development. Students will first be referred to the Problem Solving Team and be given interventions to help prevent retention. Students then will be considered for retention for one or more of the following reasons:

1. Cannot function successfully in the next grade.
2. Are one or more years behind in reading skills.
3. Have sufficient ability, but refuse to apply themselves.
4. Fail to pass a number of their classes.

At Oak Grove, a retention matrix will be used to help determine whether or not your child is a candidate for retention. Parents of students considered for retention will be notified by administration. The principal will make a final decision on grade placement.

## ***DISCIPLINE***

All disciplinary actions will be recorded within Teacherease with email communication sent to the custodial parent of the student.

### **Prohibited Student Conduct**

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

- Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcoholic beverages are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling or offering for sale:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
  - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials.
- Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- Engaging in teen dating violence.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- Entering school property or a school facility without proper authorization
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student lockers, desks, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

### Disciplinary Measures:

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall



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

1. Notifying parents/guardians
2. Disciplinary conference
3. Withholding of privileges/ Alternative detention
4. Students who have documented behaviors may be required to have an adult attend school field trips in order to attend the trip. Communication of this need will be provided by the classroom teacher.
5. Temporary removal from the classroom
6. Return of property or restitution for lost, stolen or damaged property
7. In-school suspension
8. After-school detention or Saturday Detention - Transportation will be provided by the parent/guardian.
9. Community service
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
11. Suspension of bus riding privileges
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies

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

### **BULLYING/HARASSMENT (Aggressive Behavior)**

Oak Grove School will provide all students with a safe school environment that facilitates learning. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or disrupts the learning environment, and/or urges students to engage in such conduct is prohibited. Oak Grove School will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy.

#### **Definition and Examples:**

Bullying is defined as any kind of ongoing and/or severe physical or verbal mistreatment where there may be an imbalance of power. A power difference usually exists between the bully and the victim.

Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter.

The main types of aggressive behaviors may be but are not limited to:

**Physical:** hitting, kicking, grabbing, spitting, slapping, etc.

**Verbal:** name calling, racist remarks, put-downs, extortion, threats, etc.

**Indirect:** spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer groups, taking and hiding/destroying other's papers, and/or possessions, etc.

**Written:** threatening email, notes, graffiti, threatening statements posted on social networks or other electronically etc.

#### Reporting Procedures:

Any faculty and staff member or student at Oak Grove School, who has witnessed or has reliable information that a pupil or staff member has been subjected to "bullying," as defined above, or a person in the above categories who has experienced the aggressive behavior/bullying, shall report such incident to the building principal via verbal or written statement, or the Oak Grove School website form.

Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearings that take place. Further, retaliation against those who seek remedies under this policy is prohibited.

#### Disciplinary Action:

Grounds for disciplinary action may apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including but not limited to:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

#### Discipline Procedures:

In the event of a bullying incident that involves physical force, the student(s) will be sent directly to the administration. Bullying incidents that are verbal, indirect, or written in nature, will have discipline administered in the following steps:

**1st Offense:** Referral to the school administrator, where the student will meet one-on-one to discuss the incident. The student will then participate in a discussion on the bullying incident and review school policy. The school administrator will contact parents/guardians by phone or by use of Teacherease email communication to make them aware of this incident. An appropriate consequence will be given if deemed so by administration.

**2nd Offense:** Parent/guardian will be notified and be required to meet with building administration. An appropriate consequence will be given if deemed so by administration. Violation of the Athletic Code of Conduct could result in partial suspension or suspension from the whole season of the current extracurricular activity.

**3rd Offense:** Referral to the principal, where the student will have earned an in-school suspension. Parents will be notified and required to meet with administration. Violation of the Athletic Code of Conduct could result in removal from the extracurricular activity/team.

**4th Offense:** Referral to the principal, where the student will have earned an out of school suspension. Parents will be notified and required to meet with the administration. Violation of the Athletic Code of Conduct could result in removal from the extracurricular activity/team.

Further acts of bullying will merit more severe consequences including, but not limited to, larger periods of suspension, outside interventions, and expulsion.

#### **CHEATING**

Cheating or plagiarism will not be tolerated! If your child is found to be cheating (copying homework, cheating on a test, etc.) or plagiarizing, he or she will receive a zero for the assignment and serve time at Saturday School. Students who assist other students in any form of cheating by providing answers, papers, etc. will receive a zero on the assignment and serve time at Saturday School. If a second occurrence of cheating occurs during the school year, he or she will receive a zero on the assignment and

an "F" for the grading period. The remainder of the grades for that grading period will count toward the following nine weeks.

## **DRESS AND PERSONAL APPEARANCE**

### **Face Coverings**

Students and staff may choose to wear face coverings and may be required to do so as required by ISBE and IDPH.

**Grades 5<sup>th</sup>-8<sup>th</sup>:** Personal appearance is a personal responsibility and reflects upon the child, the home, and Oak Grove. Students who accept this responsibility show it in their attitude, academic achievement, and behavior. Students are expected to dress appropriately during the school day, before and after school activities or events, and on school sponsored trips.

**All clothing is subject for review. The final decision is at the discretion of the school administrator or designee.**

1. Shorts are allowed in the 1st & 3rd quarters only. (Exceptions will be made by administration for hot weather days at the beginning of the 2nd quarter.) Shorts and skirts should not be shorter than 1 inch below the longest fingertip. Bicycle shorts, pajama pants, spandex, etc. are not to be worn. Yoga pants, leggings, or tights may be worn but only if covered front and back with appropriate length shorts, shirts, or skirts (as described above).
2. All pants must be worn at the waist and fastened. Sagging pants and "hip-huggers" are not allowed. Pants and skirts should be worn so that no under clothing is shown at any time. Pants and jeans must also not have holes above the knee.
3. Halter tops, tops with spaghetti straps, tank tops, tube tops, "mesh" tops, or other apparel that show bare midriff, are "see through", show a significant amount of skin, or have large, sleeveless openings are not permissible. Straps on sleeveless tops need to be 2 inches wide (approximately the width of the student ID card). Tops that have plunging necklines are also inappropriate. Basketball jerseys or similar styled shirts must have a t-shirt with short sleeves or longer worn under them. **Shirts that cannot be tucked in must fall below the waistline.**
4. Clothing that advertises tobacco, alcohol products, refers to drugs, or supports violence or hatred is not permitted. Clothing with questionable sayings or references to sexual activity, violence, profanity, or racial context is not permitted.
5. Students are required to wear shoes at school. If needed, students will be required to change into "P.E." shoes. Students are not permitted to wear slippers.
6. Hats, hoods, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
7. The temperature inside the school is kept at a comfortable level, therefore no coats, jackets, parkas, or other outside wearing apparel shall be worn inside during school hours; exceptions made at teacher and/or principal discretion.

Administration will make final judgments of what is considered questionable. If a student is determined to be wearing clothing of unacceptable nature, the student will be asked to call home and arrange for a parent to bring alternate clothing. The student will be provided alternative clothing to wear while in school until a parent or alternative clothing becomes available. Violations of the dress code may merit consequences deemed necessary by teachers or the principal.

Students should not wear clothing or hairstyles that can be hazardous or present a "clear or present" danger to the students' health and safety in their school activities such as lab work, physical education, and art. The wearing of ALL jewelry is strictly prohibited during P.E. classes and athletic events. Pierced ear jewelry must be removed before participating unless a written statement with a specific length of time from the student's physician is provided to the office. The jewelry must then be completely covered and secured by athletic tape or band-aid strip.

Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Articles of clothing that cause excessive maintenance problems i.e. cleats on boots or shoes that scratch floors and trousers with metal rivets or chains that scratch furniture are ruled unacceptable. It shall be the responsibility of the parents and the student to determine the proper dress within these guidelines.

All students must have coats with them at school during 2<sup>nd</sup> and 3<sup>rd</sup> quarters.

**Grades K-4:** Due to maturity differences of the students in these grades, dress and personal appearance will be at the discretion of the building administrator.

## **RIGHTS AND RESPONSIBILITIES**

Drug Abuse: Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school buses, in school buildings, or on school grounds at any time. This policy extends to all school sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings, or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession. Students shall be advised of this policy in a manner deemed appropriate by the Building Principal. In addition, information concerning the effects and potential dangers involved in the illicit use of drugs shall be included in the curriculum in compliance with the law.

If a staff member finds a student to be illicitly using, possessing or distributing drugs or look-alike drugs in violation of this policy, parents and juvenile authorities shall be notified promptly. In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution. Offenders may be recommended to the School Board for expulsion.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought on to school buses or school property and submit such drugs to the proper authorities for analysis.

Organizations sponsoring activities on the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

Protection of Pupil Rights: Inspection by parents or guardians of instructional material. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the students.

Prohibitions: No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning:

- political affiliations;
- mental and psychological problems potentially embarrassing to the student or his family;
- sex behavior and attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior consent of the parent.

**SATURDAY DETENTION. Before or After School Detentions:**

Students may be assigned a Saturday Detention from 8:00 AM to 11:00 AM for various infractions by administration. This time will be closely monitored, and students will not be allowed to leave for any reason. Failure to attend during the assigned time or failure to follow the rules will result in an immediate half day in-school suspension. Should a student be unable to attend in the event of illness, a signed doctor's notice will be needed in order to be considered excused.

**Teachers may assign a before school (8:05 AM -8:17 AM) or after school (3:25 PM - 4:00 PM Monday- Thursday) detention as part of their classroom management.**

**SEXUAL HARASSMENT**

Sexual harassment is prohibited. An employee, district agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. substantially interfering with a student's educational environment;
  - b. creating an intimidating, hostile, or offensive educational environment;
  - c. depriving a student of educational aid, benefits, services, or treatment; or
  - d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the building principal, Superintendent or designee. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the building principal for appropriate action. The Superintendent shall keep on file the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator.

The building principal shall also use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

**SPRAY DEVICES:**

In an attempt to create the safest possible environment for all students, spray devices will not be allowed in school. Examples: deodorant, AXE body spray, perfume, etc. Roll-on devices may be used in place of these products.

**SUSPENSION OR EXPULSION:**

The principal and superintendent may suspend and recommend expulsion of pupils guilty of gross disobedience or misconduct, and no action shall be taken against them for such action. (See also "Disciplinary Measures" p. 9). To expel or suspend a pupil the following policy must be adhered to:

- A. Students may be suspended or expelled from the Oak Grove Schools in accordance with the provisions of Section 10-22.6 of the ILLINOIS SCHOOL CODE. In doing so, the following shall be adhered to:

- a. Should a student engage in behavior that could result in personal injury or damage to the school facilities, the student may be immediately removed from the class or school setting.
- b. A suspension shall continue up to 10 days, pending review by the School Board.
- c. The review proceedings must be held in executive session at the request of either party.
- d. Offenses, which may be considered as constituting gross disobedience and/or gross misconduct include acts such as but is not limited to:
  - i. Physical assault
  - ii. Fighting
  - iii. Violent acts which are disruptive of the operation of the school or school activities
  - iv. Stealing or defacing of school or personal property.
  - v. Gross disrespect, gross insubordination or gross verbal abuse of school personnel and/or fellow students. Gross verbal abuse may include among other things racial or religious slurs.
  - vi. Use or possession of tobacco products, alcohol, dangerous drugs or chemicals or being under the influence thereof.
  - vii. Carrying or possession of weapons or knives.
  - viii. Gambling
  - ix. Excessive unexcused absence from school, class or other officially designated school assignment, after counseling and notice to the pupil and parents or legal guardians.

All such acts shall have been committed:

1. On school property or adjacent thereto;
2. While attending a school related activity;
3. Upon or as to school personnel; or
4. While on a school bus or public transportation authorized by the school.
5. Traveling to or from school or a school activity, function or event.
6. Unexcused absence, as used in Section A-4-i of this policy, is defined as being an absence without authorization from school, class detention room, or other designated school assignment. Excessive unexcused absence, as used in the same section of this policy, is defined as being 5% or more of the previous 180 regular attendance days in a school year. No more than one unexcused absence shall be counted for any one school day. Upon verification of the fifth unexcused absence, the school principal shall notify the student and his or her parent(s) or legal guardian(s) by letter of this fact, shall inform them of the district's policy and administrative procedures on unexcused absences and shall notify them that follow-up legal procedures may be instituted.
7. After investigating a recommendation by a school principal that a student be expelled, the superintendent shall, if he concurs with the recommendation, send a registered or certified letter to the parents or guardians of the student requesting them, along with the pupil, to appear at a hearing before the Board of Education, or before a hearing officer appointed by it, to hear charges as to the pupil's behavior for which expulsion is sought.

**\*\*8th Grade Students** who repeatedly show a lack of respect for the rules; demonstrate they cannot be trusted; fail to complete assigned work; or other behavior considered inappropriate by the building principal or superintendent may lose the privilege of participating in the 8th grade trip and/or the graduation ceremony.

#### **TRUANCY:**

Per Illinois Law (105 ILCS 5/26-2a), a chronic truant is a student that is absent without valid cause from school for five percent or more of the previous 180 regular attendance days. When absentees return to school, they require more individual attention from the teacher. These numerous interruptions can detract from the quality of education for other students. Truancy can cause a loss of average daily attendance funds for schools, apathy on the part of students, and frustration on the part of teachers. School

attendance is not optional. It is mandatory. Empty seats cost money. Empty seats can't learn. Empty seats hurt everybody. You can help fight this problem by reporting known truants to the principal's office.

If a child is absent for an excused absence, it is his/her responsibility to get missed assignments for make-up from the teachers. If a child needs to be out for a long period of time, a request for assignments may be made. The assignments will be sent to the office and may be picked up there. **(Please do not ask for assignments for a one-day absence.)**

Students will be required to submit to the principal written request for a medical or dental appointment date. If they are not to be counted tardy upon return, the student shall be required to submit verification of the physical or dental appointment.

If weather conditions or problems beyond your control create a problem that is keeping your son or daughter from attending school, please call the office immediately to report the problem. If you fail to notify the office of your emergency within a reasonable period of time, your child's absence will be treated as unexcused. If your child has more than 5% unexcused absences, Project T.A.R.G.E.T. will be contacted to intervene.

### **USE OF REASONABLE FORCE**

A staff member may use reasonable physical force against a student for self-defense, the preservation of order, or for the protection of other persons or property of the school and the Board of Education. The physical force used shall be the force reasonably necessary under the circumstances.

**Physical Guidance:** a measure to move an individual from one environment to another without restricting their movements. This is to gently physically assist the person while they are willing to go with you but may need to be guided in which direction to go such as a hand on the back or holding a smaller child's hand. The person is able to walk on their own and beside you. You are providing physical support or assistance in the least restrictive way.

**Physical Restraint:** a measure or condition that keeps someone or something under control or within limits that may include environmental and/or physical ways to manage a prevailing or perceived risk. Any physical hold or restraint utilized must be used as a last resort, and only when the specific danger that behavior/condition poses to self and/or others outweighs the risks of the hold or restraint.

Physical restraint means the use of a manual hold to restrict freedom of movement of all or part of a person's body, or to restrict normal access to the person's body, and that is used as a behavioral restraint. Physical restraint is any staff-to-person physical contact in which the person unwillingly participates.

## ***PROGRAMS***

### **MEDICAID REIMBURSEMENT**

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, SEAPCO will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release of information related to Medicaid claims for your child, do nothing.

### **PHYSICAL EDUCATION**

Students are required to take physical education by state law. Therefore, dismissal from P.E. class will be left to the discretion of the instructor unless the student has a written doctor's excuse.

Oak Grove School #68 is not responsible for lost or stolen items that have not been secured in a locker with a lock in the locker rooms.

### **Exemption from Physical Education Requirement [K-8]**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis. **Extracurricular excuse will be while in season only.**

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.[1]

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases, and
2. The student's class schedule.

### **SPECIAL EDUCATION**

The OAK GROVE SCHOOL DISTRICT has available special education services for eligible enrolled students between the ages of 3 and 21. In order to provide these services, our district is a member of the Special Education Association of Peoria County joint agreement. If your child has difficulty learning, talking, behaving, seeing, hearing, or moving, he/she might be eligible for special services. Screening is conducted annually by our teachers to determine if any of our children are having difficulties that would require additional evaluation. If your child is having difficulty, we would talk with you and request your written consent before conducting a comprehensive case study evaluation.

The following services are available: speech and language therapy, psychological services, social work services, motor services, learning consultant services, resource and instructional classroom services, and preschool screening. Classroom programs are offered to eligible children who are considered to be speech/language impaired, learning disabled, mentally impaired, hearing impaired, visually impaired, physically handicapped, behavior disordered, emotionally disturbed, health impaired. A Parent Handbook is available for additional details regarding the services.

Most children are provided services in local school buildings or in the schools of nearby districts. A few severely handicapped students require services which cannot be provided by public schools and are, therefore, placed in private day programs or residential programs.



Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

As the parent of an exceptional child, you have certain rights, which are safeguarded by state and federal statutes. Your rights pertain to records, independent evaluation, notice, consent, hearing, evaluation procedures, least restrictive environment, confidentiality, and legal costs. If you have further questions about these rights, you may contact your local school or the special education director at 697-0880. You are entitled to a copy of the rules regarding these rights.

Behavioral Intervention guidelines exist for all students who receive special education services with an I.E.P. (Individual Education Program). Copies are available upon request in the office at Oak Grove West during regular school hours.

#### **TITLE IX:**

It is the policy of Oak Grove School #68 not to discriminate on the basis of sex in programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Superintendent, Oak Grove School #68, 6018 W Lancaster Rd., Bartonville, Illinois 61607, Telephone: 309-697-3367, or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

#### **VISION AND HEARING SCREENING**

Vision and hearing screening will be done, as mandated, for the children at various grade levels as appropriate. 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 screening is *not* an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

#### **Parent Notices Required by the Every Student Succeeds Act**

##### **I. Teacher Qualifications**

Parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- The teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- The teacher is teaching under emergency or other provisional status.
- The teacher is teaching in the field of discipline of the certification of the teacher.
- Paraprofessionals provide services to the student and, if so, their qualifications.

##### **II. Testing Transparency**

The State and District requires students to take certain standardized tests.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

##### **III. Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other

information required by federal law. When available, this information will be placed on the District's website at [www.og68.org](http://www.og68.org).

#### IV. Parent & Family Engagement Compact

Students receiving Title I services will receive this information.

#### V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances.

#### VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, please contact the school office.

#### VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, please contact the school office.

#### VIII. Homeless Students

For further information on any of the above matters, please contact the building principal.

### **SEARCH AND SEIZURE**

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

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

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

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

### **Students**

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

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

### **Seizure of Property**

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

## **THERAPY DOG**

In the 2025 school year, Oak Grove will be implementing the use of a therapy dog program designed to support student emotional and mental well-being. This program involves a certified therapy dog who will be present at school to offer a calming and supportive presence during specific times and activities.

Program Goals:

- To provide a positive and therapeutic experience for students through interactions with a well-trained and certified therapy dog.
- To promote emotional well-being, reduce stress, and create a more supportive learning environment.
- To support social-emotional learning and foster positive relationships between students and the dog.

### **Safety:**

The therapy dog will be accompanied by a trained handler at all times and will be supervised to ensure the safety of students and staff.

### **Individual Needs:**

Parents are encouraged to communicate any concerns or specific needs regarding their child's interaction with the dog. According to Oak Grove School, no student is ever obligated to interact with the dog, and parents can contact the designated contact person to discuss any concerns.

### **Training:**

The therapy dog has undergone rigorous training and is certified by a reputable organization.

### **Allergies/Aversions**

The school will take steps to accommodate students with allergies or aversions to dogs, including providing alternative spaces or activities.

## **EAGLE WAY**

Please visit [www.og68.org](http://www.og68.org) for the EAGLE WAY PBIS (Positive Based Intervention System). This consists of a matrix of expectations that will be taught for all areas of the school. We will also be incorporating Character Education as we work with our students in the PBIS system. We will be celebrating our positive behaviors on a regular basis.

## **ATHLETICS**

Oak Grove School is a member of the Illinois Elementary School Association-Limestone Area Conference-and participates in the interscholastic athletic activities of the conference. Rules of eligibility presented by the Illinois Elementary School Association, along with rules of the Board of Education, will regulate the eligibility of the athletes at Oak Grove School.

- A student who is absent from school after 11:50 pm is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.
- A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

## **ATHLETIC CODE OF CONDUCT**

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities.

### **Requirements for Participation in Athletic Activities**

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

- A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois Elementary School Association's "Pre-Participation Physical Examination Form."
- A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
- Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

### **ATHLETIC ELIGIBILITY**

Illinois Elementary School Association rules apply. Students must NOT be failing any subjects to participate in athletics. Eligibility will be checked each Friday after school. If a student does not pass all subjects, participation is suspended for the week. If grades are brought up to eligibility the next week when eligibility is checked again, the student can resume active participation in athletics.

### **ATHLETE HEAD INJURIES AND CONCUSSIONS**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

### **EXTRA CURRICULARS**

Any student participating in any extra-curricular activities (excluding intramural) shall be eligible to participate if the student maintains a 1.5 grade average in all subjects based on a grading scale of 4 for an A, and 1 for a D. Any student having an "F" for an average in any subject at the end of any week will be ineligible to participate in the following week. Any student receiving an "F" for a nine weeks average will be ineligible for a minimum of three (3) weeks and until the "F" is corrected. Any exceptions to this will be left up to the discretion of the Superintendent with Board approval.

To be eligible for participation in interscholastic athletics a student must be either a 5th, 6th, 7th, or 8th grade student and meet the age requirements of the IESA. No student shall be permitted to compete in a tryout, practice, or game unless he/she has filed with the school office a certificate of physical fitness issued by a licensed physician not more than 395 days preceding such tryout, practice, or contest in any athletic activity. No student shall be allowed to participate following a disabling illness or injury without a physician's release. No student shall be permitted to compete in a tryout unless he/she has filed in the school office an "Insurance Declaration and Waiver" form for that sport.

### **SEX OFFENDER & VIOLENT OFFENDER**

State law requires schools to notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry: [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry:

[www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Question Concerning Sex Offenders:

[www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)