

PARENT/STUDENT
HANDBOOK
2010 - 2011



OAK GROVE SCHOOL DISTRICT #68
847-367-4120
www.ogschool.org

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WELCOME

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

This handbook contains information, which is imperative to the smooth operation of our school. We encourage parents and students to carefully read and discuss the contents of this booklet. We feel it is critical that open lines of communication exist between home and school. The information contained in this guide will aid in achieving this goal.

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

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

We wish every one the best for a great school year.

Sincerely,

Julie Waehner, Principal K-2
David Karolewicz, Principal 3-5
Mark Clement, Principal 6-8

PLEASE NOTE: There is a STUDENT/PARENT verification form located on the last page of the handbook which needs to be signed by a parent and student. Please print it out, sign and return to the classroom/homeroom teacher by September 3.

BOARD OF EDUCATION

PresidentLynn Brundza
Vice President.....Beth Marhenke
SecretaryJennifer Manski

MembersGordon Boulger
Paula Sterner
Lane Hasler
Judy Egan

DISTRICT PERSONNEL

CERTIFIED STAFF

Superintendent/Operations and Maintenance

Dr. Janice Matthews

Asst. to Supt/6-8 Principal/Gifted Education

Mr. Mark B. Clement

3-5 Principal/Transportation Director

Mr. David Karolewicz

K-2 Principal/Student Services Director

Ms. Julie Waehner

Business Manager

Paul Starck-King

Technology Coordinator

Dr. Jason Meltzer

Network Administrator

Mr. Dave Huber

Curriculum Coordinators

Jean Hattendorf/Mike McDonnell

Kindergarten

Miss Anne Hebior

Ms. Susie Kiefer

Mrs. Bonnie Taylor

First Grade

Mrs. Bonnie Brown

Mrs. Kathy MacKinnon

Ms. Wendy Miller

Mrs. Allison Van Alstine

Second Grade

Mrs. Susan Ehr

Mrs. Beth Friedman

Mrs. Colette Poore

Mrs. Kathy Schmidt

Mrs. Marie Sorensen

Third Grade

Mrs. Jann Coroneos

Mrs. Sally Gavin

Mrs. Lynn Koehler

Mrs. Cathie Saia

Fourth Grade

Mrs. Andrea Dunn

Mrs. Amy Flores

Mr. Mike McDonnell

Mrs. Karen Seveska

Miss Carey Wilson

Fifth Grade

Miss Marcy Gibbar

Mrs. Karla Fillinger

Mrs. Maria Luce

Mrs. Cheryl Matheson

Mrs. Jill Rogers

Junior High Literature/Language Arts

Mrs. Eileen Pavletic

Mr. Daniel Russert

Miss Sarah Sikorski

Mrs. Lynn Snell

Ms. Beverly Stancato

Mrs. Patti Tazzioli

Mrs. Karyn Thompson

Ms. Michelle Yoo

Junior High Science

Mrs. Paula Boll

Ms. Anna Cray

Mr. Matt Oesch

Mrs. Lynn Pusateri

Junior High Math

Mrs. Barbara Banduch

Ms. Megan Rades

Mr. Chris Walsh

Junior High Social Studies

Mrs. Paula Boll

Ms. Janice Bautista

Mrs. Kathy Mahoney

Mrs. Katie Yarc

Foreign Language

Mrs. Jessica Coyne

Mrs. Jennifer Matta

Ms. Jennifer Pittam

Physical Education

Mr. Cameron Christoffers
 Mrs. Lori Colclasure
 Mr. David Izenstark
 Ms. Sara Kurtz
 Mr. Dan Mayer
 Mr. Tim Nee
 Mrs. Julie Savage

Library/Technology Education

Mrs. Deb Kaczmar
 Mr. John Mehnert
 Mrs. Heather McCarty
 Mrs. Pat Rancine
 Mrs. Jina Rappaport

Health

Ms. Sara Kurtz
 Mrs. Julie Savage

Drama

Ms. Betsy Driver

Global Studies

Mrs. Susan Angster

Music/Chorus

Mr. Logan Farris
 Mr. David Huber
 Mr. David Jones
 Dr. Jason Meltzer
 Mr. Bill Overton

Art Education

Mrs. Carol Anderson
 Mrs. Jennifer McVey

Band

Mr. David Jones
 Mr. Bill Overton

Special Education Teachers

Mrs. Nicole Barmantje
 Ms. Kathy Connelly
 Mrs. Paula Forman
 Mrs. Laurel Friedman
 Mrs. Cindy Hamlin
 Mrs. Susan Kalman
 Miss Katie Kiefer
 Mrs. Mary O'Donnell
 Mrs. Erin Smith
 Ms Breehan Sullivan
 Mrs. Kathy Zurawski

Special Ed Instructional Teacher

Mrs. Patti Tazzioli

Learning Center Directors

Mrs. Pat Rancine
 Mrs. Jina Rappaport

Psychologists

Mrs. Ellen Phillips
 Mrs. Lynne Williams

Content Area Reading

Mrs. Patti Tazzioli
 Mrs. Lynn Snell

Reading Specialists

Mrs. Amy Flores
 Mrs. Barb Gilkison
 Mrs. Jean Hattendorf
 Mrs. Becky Jakubowski
 Mrs. Julie Moreland

Math Specialists

Mrs. Jean Hattendorf
 Ms. Lori Leonard

Social Workers

Mrs. Gayle Timlin
 Mrs. Kimberly Wesley

Speech Therapists

Mrs. Nancy Jaffe
 Mrs. Sarah Mendoza
 Ms. Sara Rakaric
 Mrs. Jan Schwanke
 Mrs. Jennifer Shoemaker
 Mrs. Stephanie Summy

C.E.S. Teachers – Math

Mrs. Ann Coughlin
 Mrs. Lynn Klunder
 Mrs. Jennifer Phillips

C.E.S. Teachers- Reading/Literature

Mrs. Carole Moroz
 Mrs. Lynn Snell

School Nurses

Mrs. Judy Klosterman
 Mrs. Sandy Magdalener

NON-CERTIFIED PERSONNEL**Secretary, Superintendent**

Ms. Kelly Pickard

Secretary, Junior High

Mrs. Kathy Azzato
 Mrs. Karen Draths

Secretary, Elementary

Mrs. Debi Shaffer
 Mrs. Rhonda Talarovich

Business Office

Mr. Jay Kahn/Asst. Business Mgr.
 Mrs. Vickie Lambert/Acct. Payable

Classroom Assistants

Mr. Bob Byford
 Mrs. Jennifer Elfering
 Mrs. Susan Gilbert
 Mrs. Patti Jacobs
 Mrs. Amy Loumeau
 Mrs. Dona Nelson
 Mrs. Julie Piazza
 Ms. Nancy Zahn

Learning Center Aide

Mrs. Lynda San

Kindergarten Aide

Mrs. Terri DeFrancesco
 Mrs. Maria Pirih
 Mrs. Melissa Zizzo

Technology Aides

Mrs. Deb Kaczmar
Mrs. Diane Neiweem

Bldg. & Grounds Supervision

Mr. Oswaldo Suarez

Custodians

Mr. Jose Hernandez
Mr. Brian Plasky
Mrs. Gloria Poplawski
Mr. Jesus Suarez
Mr. Heriberto Nino
Mr. Pablo Nino
Mr. Jose Luis Solano
Ms. Marie Caulfield
Mr. Carlos Lemus

Lunchroom Supervisor

Mrs. Gloria Poplawski

Lunchroom Monitors

Mr. Bob Byford
Mrs. Mary Jordan
Brian Plasky
Susan Pinsel

SEDOL

Joan Smerge
Mary Wanta (OT)
Cheryl Wildemuth

MISSION STATEMENT

Oak Grove School...

Educating and inspiring students to reach their full potential in an ever-changing world

Beliefs

- Education prepares our children to embrace diversity in a global society.
- Each individual has value and unique potential.
- Respectful, supportive partnerships among students, school staff, parents and community promote positive learning.
- Caring relationships and a safe, engaging environment promote learning.
- Critical thinking, creativity, and problem solving are essential life skills.
- Learning requires a willingness to take risks and make mistakes.
- Interdisciplinary connections strengthen learning.
- All students can learn.
- The process of continuous improvement is essential in an ever-changing world.
- Education has the power to change lives.
- Excellence in teaching promotes excellence in learning.
- Educating the whole child creates good citizens.
- Self-awareness enhances a person's ability to learn.
- Challenge promotes growth.
- Accountability promotes desired outcomes.
- Students learn in different ways.
- Honest effective communication promotes a healthy school community.
- Children are our primary focus.

Strategic Parameters

- We will not tolerate demeaning behavior or harassment by anyone.
- We will be prudent stewards of all the school's resources.
- We will not tolerate verbal, physical, or cyber abuse, including all forms of bullying.
- We will not tolerate abuse of personal or school property.
- We will not tolerate alcohol, drugs, tobacco or weapons on school grounds or at school sponsored events and activities.
- We will promote actions and behaviors that model the six Pillars of Character.

Strategic Objectives

- Each student will meet or exceed state standards and district outcomes.
- Each student will demonstrate fundamental and emerging skills necessary to be successful in the 21st Century.
- All students will demonstrate age-appropriate understanding of the diversity in our society.
- All students will demonstrate the 6 Pillars of Character.
- All learners will demonstrate growth consistent with their potential.

Strategic Initiatives

- We will continue the CCC process to develop an aligned curriculum with common assessments to determine whether all students are meeting or exceeding state standards and district outcomes.
- We will research and implement options for students not achieving at acceptable academic levels.
- We will continue to develop and implement a technology plan that supports student, staff, and community.
- We will study, select, and integrate 21st Century skills.

DISTRICT PHILOSOPHY

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

OAK GROVE SCHOOL 2010 - 2011

(Last day of 2009-10 school year - Wednesday, June 2, 2010)

Teacher Institute Day (No School).....	Wednesday, August 18, 2010
Teacher Institute Day (No School).....	Thursday, August 19, 2010
No School.....	Friday, August 20, 2010
School Opens..Kplus-Gr. 8 dismissal @ 11:30am/no K am/pm.....	Monday, August 23, 2010
Full Day for All Students.....	Tuesday, August 24, 2010
Labor Day (School Closed).....	Monday, September 6, 2010
School Improvement Day*	Friday, October 8, 2010
Columbus Day (School Closed).....	Monday, October 11, 2010
Parent/Teacher Conference 1:00 – 8:30pm (No School).....	Monday, November 22, 2010
Parent/Teacher Conference 8am – noon (No School)	Tuesday, November 23, 2010
Thanksgiving Break (School Closed).....	November 24-26, 2010
School Improvement Day*	Wednesday, December 22, 2010
Holiday Recess (School Closed).....	Thurs, Dec.23, 2010-Tues, Jan. 4, 2011
School Reopens/Students Return.....	Wednesday, January 5, 2011
School Improvement Day*	Friday, January 14, 2011
Martin Luther King (School Closed).....	Monday, January 17, 2011
Teacher Institute Day (No School).....	Friday, February 18, 2011
President’s Day (No School).....	Monday, February 21, 2011
Parent/Teacher Conference 1:00 – 8:30pm (No School).....	Thursday, March 10, 2011
Teachers Institute Day (No School).....	Friday, March 11, 2011
Spring Break (School Closed).....	Monday, Mar.28-Fri. April 1, 2011
School Reopens/Students Return.....	Monday, April 4, 2011
School Improvement Day*	Thursday, April 21, 2011
School Holiday (No School).....	Friday, April 22, 2011
Half Day In Service – dismissal @ 11:30am.....	Friday, May 20, 2011
Memorial Day (School Closed).....	Monday, May 30, 2011
Last Day of School**	Thursday, June 2, 2011

*On School Improvement Days - Gr. K (Plus day) thru Gr. 8 dismiss @ 1pm
AND K-1/2 day schedule as follows: **10/8 & 1/14 AM ONLY** attends;
12/22 & 4/21 PM ONLY attends in AM

**Possible weather adjustment days June 3-9, 2011

ATTENDANCE

ABSENCES: IF YOUR CHILD WILL BE ABSENT, PLEASE NOTIFY THE SCHOOL OFFICE AT 367-4120 BY 9:00 AM. Please Note: Parents need to call school on each consecutive day of illness. IF THE SCHOOL IS NOT NOTIFIED, OAK GROVE IS RESPONSIBLE TO MAKE A REASONABLE EFFORT TO NOTIFY THE PARENT OF THE STUDENT'S ABSENCE.

SCHOOL TARDINESS

Students must be at school on time. Students in grades K-8 must be in their homeroom at 8:20 AM. Students continually late without a parent excuse may receive disciplinary action.

EARLY RELEASE OF A STUDENT

Pupils may be released during regular school hours for appointments with a doctor or dentist, however, the school discourages any excuse for early release. When an early release is absolutely necessary, parents need to send a written note with the student explaining the reason and the time for leaving. The student brings the note to the office in the morning to be stamped, shows the note to the teacher at the departing time, and reports to the office to wait for the parents. Parents must sign for their child to leave the school. A student returning from a doctor or dentist office must report to the office to obtain a class admit pass.

If your child becomes ill at school, every effort will be made to contact you. You will be asked to come to school to pick up your child. A student who is ill will not be sent home unless accompanied by an adult.

PERMISSION TO LEAVE SCHOOL

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

PLANNED ABSENCE/VACATION

Oak Grove School discourages family vacation during the school year. However, when it is unavoidable, parents are asked to notify the school in advance for homework.

ACADEMICS

ACADEMIC ACCOUNTABILITY NOTICES

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

GRADING SCALES

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

GRADES 3-5

A = 92% - 100%
B = 83% - 91%
C = 73% - 82%
D = 65% - 72%
F = Failing 64%
or below

I=Incomplete
U=Unsatisfactory

GRADES 6-8

A+ = 99% -100%
A = 94%-98%
A- = 92%-93%
B+ = 90%-91%
B = 85%-89%
B- = 83%-84%
C+ = 81%-82%

S=Satisfactory
NA=Not Applicable

C = 76%-80%
C- = 74-75%
D+ = 72%-73%
D = 67%-71%
D- = 65%-66%
F = Failing 64%
or below

HOMEWORK GUIDELINES

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

1. Assigned homework is the responsibility of the student to procure and complete. Teachers will issue homework beginning with the second day that a child is absent from school. Students wishing to complete homework on the first day of an absence may receive the assignment from a classmate if they so desire. Homework will not be required from students after only one day of absence. It will however, be assigned upon their return and one day will be allowed for each day absent to complete the assignment.
2. Parents must request homework by 9:00 AM of the second day that a student is absent. Completed homework forms will be available to parents by 2:45 PM (K-3) and 3:30 PM (4-8). It is suggested that parents have a record of their child's locker number, locker combination (if one is used) and desk location to pick up necessary books. Staff members will be responsible for gathering students texts and supplies when students are absent. Parents are urged to not have younger students carry books, etc. home for older brothers/sisters, etc.
3. Vacations – Oak Grove School will not put up barriers that inhibit family vacations, but encourage parents to plan accordingly to keep student absences to a minimum and to notify the school in advance of such trips. Vacation assignments will be general in nature stating only units, chapters, and areas to be covered in class. Students will be given time upon their return to school, one day per day absent to complete assignments missed.

I. DEFINITION OF HOMEWORK AND DISTRICT PHILOSOPHY

Homework is purposeful, academically related practice assignments given to students by classroom teachers. Homework will require independent study time outside of the regular classroom. Although homework assignments may commence during class time with staff instruction, the major portion is to be completed by the student at home.

The staff and administration of District #68 believe that homework is a valuable part of the total learning process. Homework should be relevant, purposeful and reflective of what the student is studying in class. It provides for independent practice that can be carried out by students with little parental assistance. Parent involvement should be encouragement and reinforcement.

Homework is essential for teaching student responsibility and follow-through. This includes maintaining a daily assignment notebook beginning in third grade, as well as checking with teachers to make up missed assignments or tests due to absence. Homework should be given at all grade levels with varying amounts of work. Well-defined and relevant homework is a communicative tool between home and school. Parents should peruse homework, provide encouragement and keep the school informed of any concerns they have relating to their child's work. Be sure to ask the teacher for a conference if your child is regularly having difficulties doing or completing homework assignments.

II. PURPOSE OF HOMEWORK

Why is homework necessary? Here are a few reasons:

- To practice with a new or needed skill,
- To extend, enrich or reinforce previously learned skills,
- To require use of resources beyond the classroom instruction,
- To allow the maximum amount of time for classroom instruction,
- To develop productivity, study skills, and allow for proper use of leisure time,
- And to develop the ability to persevere.

Remember, another purpose is to teach our students self-reliance and responsibility. Therefore, parents should not feel personally responsible for completing and returning assignments. Your child will mature by doing his/her own work.

III. FREQUENCY OF HOMEWORK

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

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

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

HONOR ROLL

Students are eligible for an academic honor roll in Junior High. The purpose is to recognize students for their academic achievement. A number value is assigned for each letter grade A-, A, A+=4; B-, B, B+=3; C-, C, C+=2. (Note: Students who receive any D's or F's are not eligible.) The overall grade average is then determined and students can qualify for either the 4.0, 3.5, or 3.0 honor roll list. All grades in all subjects are counted toward the average.

MID-TERMS

A mid-term notice or a progress report will not be mailed for those students who are receiving D's or F's in their academic studies since parents will be able to view progress on line through PowerSchool.

Teachers will have mid term grades calculated on the following dates:

- 1st Trimester October 1
- 2nd Trimester January 14
- 3rd Trimester April 15

PARENT-TEACHER CONFERENCES

Two (2) Parent-Teacher conference sessions will be held this year, one in the fall on November 22-23, and one in the spring on March 10. We will also add an additional date for 6th, 7th and 8th grade teachers to be announced. Reasonable time limits are established for each conference due to the large number of parents involved. In addition, our teachers are willing to schedule a conference as needed. Please make an appointment at a mutually agreed upon time.

REPORT CARDS

A report on the progress of pupils in grades kindergarten through eighth grade will be sent to parents three times a year. The distribution dates are listed below:

End 1st Trimester	November 12
1st Trimester Report Cards	November 19
End 2nd Trimester	February 25
2nd Trimester Report Cards	March 4
End 3rd Trimester	Last Day of School
3rd Trimester Report Cards	Last Day of School

STANDARDIZED TESTS

Illinois Standards Achievement Tests are administered each year. Results are generally given to parents by October of the following year. The tests will be given to students in grades 3 - 8. A presentation on test results is made to the Board of Education in the fall. In addition, Libertyville High School administers an aptitude test to eighth grade students during the month of December. Also, the Measures of Academic Progress (MAP) assessment for math and reading is given in the fall and spring for students in grades 2-7.

SUPPORT SERVICES

Oak Grove School provides support services in the following areas:

Special Education	Speech/Language	Social Work
Reading Support	Math Support	English as a Second Language

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

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

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

Gifted and Talented Program: We offer both formal and informal enrichment in the areas of reading, writing and math to students who need additional challenge. Students are identified for formal services in the spring of grade two and grade five. If you have questions about these services, please contact Mark Clement.

DAILY SCHOOL SCHEDULE

Kindergarten:

Morning kindergarten session	8:20 AM-11:00 AM
Afternoon kindergarten session	11:50 AM - 2:30 PM

First, second, and third grade classes: Begin at 8:20 AM and end at 2:30 PM

Fourth and fifth grades: Begin at 8:20 AM and end at 3:20 PM.

Sixth, seventh and eighth grade classes: Begin with homeroom at 8:20 AM and end at 3:20 PM.

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

DISCIPLINE

PHILOSOPHY

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

CHARACTER COUNTS

Trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

Responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act consider the consequences • Be accountable for your choice

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Caring

Protect the environment. Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better Cooperate Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules Respect authority • Protect the environment

RESPONSIBILITIES FOR STUDENT DISCIPLINE

PARENTS provide the beginning experiences and opportunities for a deep and meaningful relationship within the family, school, and community. Parents develop and seek to maintain their values and promote them through example, sharing and direction. This is no easy task and the support of others and the community is vital in order to bring the student through to life's most beautiful moments of interaction with others and to participate in the full understanding and responsibility of citizenship.

STUDENTS are expected to obey school rules and are responsible and held accountable for their own actions. In order to ensure the best educational environment and attain the best possible level of academic achievement, they are expected to respect the rights of fellow students and follow the directions of those in authority. Students should be familiar with the school rules and the discipline plan, including disciplinary notices and suspensions.

TEACHERS: The classroom teacher is the first line of support for discipline. Teachers will make significant endeavors to help students improve their behavioral standards. The teacher develops a classroom management plan which establishes standards of performance coupled with necessary consequences. The teacher will share their classroom management plan with students and their parents. Finally, in order to create a wholesome educational learning environment, it is necessary to support a sound discipline structure. For this reason, Oak Grove School has evaluated and developed a discipline plan that endeavors to meet the above goals. This orderly process helps to insure a positive and safe learning environment for all students. The plan is explained below.

RESOLUTION OF PROBLEMS

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

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

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

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

DUE PROCESS

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

SUBSTITUTE TEACHERS

These people are guests in our building and, as such, deserve the fullest respect that students would give to a regular classroom teacher. Substitute teachers will be required to leave the names of any misbehaved students, with the reason, for the regular classroom teacher. The regular teacher will automatically issue a detention upon returning, for students in grades 6-8.

DISCIPLINE SYSTEM (GRADES K-5)

Each teacher will discuss classroom expectations for student behavior. These expectations will be sent home with the student during the first week of school. Lunch detention or after-school detention may be issued.

DETENTION SYSTEM (GRADES 6-7-8)

Disciplinary infractions will be handled through the detention system. A detention is a period after school where the student will be consulted by the teacher and/or be required to sit silently and do a short written report. Detention periods are supervised by a staff member.

All detentions will be controlled by the staff. Students may be issued detentions for inappropriate behavior by any staff member. A student will be given a detention for any of the following reasons; however, this is just a guide for detentions and need not be limited to just these reasons.

1. Two unexcused tardies within a quarter for the same class.
2. No gum, candy or food in the classroom - twice within the quarter for the same class. Also, this includes no food or candy outside the lunchroom. Gum is NOT permitted on school grounds at any time. Detentions will be given to students who repeatedly violate this rule.
3. Inappropriate verbal or physical action directed at others.
4. Throwing or "shooting" of any projectile.
5. Lying or cheating.
6. Stealing.
7. Forgery.

8. Plagiarism.
9. Leaving class without permission, except in an emergency.
10. Damaging or defacing student or school property.
11. Misbehaving for a substitute teacher.
12. Other behavior deemed inappropriate in the school setting, i.e. multiple rule violation, gum chewing, wearing hats in the building, etc.

Breaking any classroom rule as established by the teacher could result in a detention. Students are informed a day ahead of time when they are required to stay for a detention. A notice will be issued, WHICH STUDENTS ARE TO HAVE SIGNED BY THEIR PARENTS AND RETURN TO THE OFFICE. RIDE ARRANGEMENTS ARE THE RESPONSIBILITY OF THE STUDENT AND PARENT - (NO STUDENT WILL BE EXCUSED FROM A DETENTION BECAUSE A RIDE CANNOT BE ARRANGED). However, an alternate date can be arranged if parents write a note or call the teacher to request such an arrangement. If a student fails to show up for a detention and has not made alternative arrangements with the issuing teacher, the student could receive an additional detention, or a Saturday school detention at the administrator's discretion. Detention will end at 4:00 pm. Following the detention period, the supervising teacher will dismiss the student to the office entrance where the student is expected to leave the building immediately.

PROBATION/IN-SCHOOL ISOLATION

After a student has received 3 detentions, the students will be placed on a two calendar month probationary period. Should a fourth detention occur during this probation period, the student will lose school privileges and be after school until 4:30 PM. Should the student not receive a detention during this period of time, the accumulated detentions will be disregarded. If a student can put a two-month period between sequential detentions, the accumulation starts over. The end of a quarter does not remove any student off a probation period. The two calendar month period is continuous.

The system is as follows:

LEVEL ONE

<u>Infraction</u>	<u>Minimum Consequence</u>
#1	Detention
#2	Detention
#3	Detention: Student placed on two-month probation.
#4	Loss of school privileges and after school until 4:30 PM if this detention occurs during the probation period. *Required Parent/Principal/Conference with student.

Loss of privileges will be decided upon with the student after the third discipline notice.

If the same student receives detention #5 without putting two months from the last detention, the student moves to the second level.

LEVEL TWO

#5	Detention
#6	Detention
#7	Detention
#8	*1/2 day In-School Isolation and Loss of school privileges. Parent/Principal/Student Conference for Individualized Student Behavior Contract.

*The in-school isolation will be served in the office or an alternate supervised classroom from the time of arrival until 4:30 PM. While serving an in-school isolation, students are expected to complete their school work. If a student displays inappropriate behavior during an isolation, the student will have additional time after school or be suspended.

The Individual Student Behavior Contract previously mentioned will be implemented before any student enters Level Three. The purpose is to deter students from progressing into the next level.

If detention #9 is received by the same student without the two month lapse, the student moves to Level Three.

LEVEL THREE

#9	Detention
#10	Detention
#11	Detention
#12	One-Day In-School Isolation Parent/Principal/Student Conference

After the 12th infraction the pattern will continue: each fourth offense, however, will result in the principal choosing one or a combination of the following:

- Loss of School Privileges
- In-School Isolations
- Saturday Morning (2 1/2 hours)
- Custodial Work
- Extended After Schools
- Out-of-School Suspension

The specific consequence will be outlined in each student's individual behavior contract.

* If a student receives an out-of-school suspension for any reason, the student will be required to make up all work and possibly any missed class time. Also, student suspensions may lead to a loss of school privileges to be determined by the administration.

This time will be made up before and /or after school. Each student will be given the same amount of time to make-up work as they are with our current absence policy.

SERIOUS BEHAVIOR CLAUSE

In-School Isolation or Out-of-School Suspension may also directly result from more serious infractions, such as fighting, forging signatures, or behavior that the teacher and principal feel are detrimental to an appropriate learning environment. In these cases, the student may not necessarily proceed through the detention system. When a student bypasses a level due to a serious infraction the student remains at that level and continues to the next level if infractions continue.

AGGRESSIVE BEHAVIOR PROCEDURE

Using any type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in similar conduct is prohibited. Other prohibited aggressive behavior includes, but is not limited to, use of violence, force, coercion, threats, intimidation, fear, bullying*, or other comparable conduct. Such behavior shall be viewed as contrary to the learning environment established at this school, counterproductive to its mission, and socially unacceptable.

BULLYING*

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

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

1. During any school sponsored educational program or activity

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

Bullying may include, without limitation, harassment, threats, intimidation, stalking, physical violence, sexual harassment or violence, theft, public humiliation, teasing, social exclusion, destruction of property. The school administration and staff, on a case-by-case basis, will handle cases of bullying. Cases where bullying is founded will be recorded and reviewed. This documentation must remain on file. Consequences for bullying behavior includes but is not limited to:

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

CONSEQUENCES FOR AGGRESSIVE BEHAVIOR

Determination of consequence will be made by administration based on frequency and/or severity of incident(s). Minimally, parents of all students will be notified. Additional consequences may include: lunch/recess in the office, detentions, parent conference, loss of school privileges, in-school isolations, out of school suspensions, counseling services. Appropriate educational measures will be decided on an individual basis. This may include, but is not limited to issuing an apology, recommendation of counseling, and/or viewing instructional materials

MUTUAL RESPECT/HARASSMENT

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

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

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

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

EXPULSION AND SUSPENSION

The Oak Grove Board of Education has the authority to expel, suspend, or withhold school privileges of any student guilty of gross disobedience or misconduct. Suspensions shall be up to 10 days and expulsions up to one year. The School Board may direct the superintendent to modify the expulsion requirement on a case-by-case basis. Infractions, which may lead to suspension or expulsion, include, but are not limited to the following:

1. Willfully disobeying reasonable instructions or requests by an administrator, teacher, student teacher, substitute teacher, truant officer or any other person in charge of the student.
2. Disrupting, interrupting or interfering with any classroom session, school sponsored activity, either on or within school premises or during school sponsored field trips, picnics, etc.....

3. Defacing, damaging, destroying, stealing or threatening to deface, damage, destroy another person's personal property or school property, equipment, building or grounds.
4. Using foul, abusive or obscene language.
5. Being a member of or joining, or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any secret society. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
6. Using, possessing, distributing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon.
7. Using, possessing, distributing, or selling of tobacco materials, alcoholic beverages, illegal drugs, controlled substances, look-alike drugs, and drug paraphernalia.
8. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.

*Notification of juvenile authorities will occur whenever the conduct involves illegal drugs, controlled substances, alcohol, weapons, or look-alikes. Also students may be expelled for at least one year for using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any object that can reasonably be considered a weapon. The Board may direct the Superintendent to modify the expulsion on a case-by-case basis.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On school grounds before, during, or after school hours and at any other when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.

BEHAVIORAL INTERVENTION POLICY

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

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

It is the District's intent that interventions used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. Interventions that are considered nonrestrictive are preferred, when appropriate, because of the low risk of negative side effects and the high priority placed on behavior change rather than behavior control. These interventions may be used without the development of a written behavioral management plan or inclusion in the student's Individual Education Program (IEP).

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

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

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

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

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

TARDINESS

Students entering school after the start of classes must report to the office for a pass to enter class. Students in grades 6-8 coming in late to school are subject to the same disciplinary action previously mentioned. (Two unexcused tardies within a quarter).

PASSES

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

HALL PASS

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

REWARDS

Appropriate recognition and rewards will be given to honor those upper grade students who do not receive any detentions and/or academic accountability notices during each quarter.

K-5 students have individual classroom reward system set up by the teachers.

Students are encouraged and challenged to receive this recognition as often as possible throughout the school year. The staff and administration look forward to these reward activities as a way of displaying to the students the importance of appropriate behavior at school.

DRESS CODE

Parents are encouraged to use their good judgment as to proper attire for school.

1. In general, student attire should be such that it does not draw overt attention to it and disrupt the educational process.
2. No student will be allowed to wear footwear that is designed so that unnecessary noise is made while walking or that damage can be done to the school's floor.
3. Shirts/blouses which contain inappropriate phrases that refer to alcohol, drugs, sex or tobacco are not allowed. Tee shirts are permitted. Mesh shirts, tank tops, halter tops and shirts that do not completely cover the midriff are unacceptable for Junior High students.
4. Shorts and dresses are permitted, however they must cover half the thigh.
5. Dress worn to school must be worn during the school day, including lunch periods. The exception to the rule would be gym clothes worn during gym class.
6. Final decision on proper attire will rest with the administration.

EXTRA-CURRICULAR ACTIVITIES

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

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

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

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

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

ATHLETIC ELIGIBILITY

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

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

- To foster the development of good sportsmanship
- To develop and maintain the physical well-being of the students
- To develop the necessary basic skills
- To make athletics a part of the total education process by stressing the necessity for maintenance of academic proficiency

- To encourage broad participation for all students
- To instill within the participants a sense of personal discipline and pride.

BETA CLUB ELIGIBILITY AND MEMBERSHIP

The National Junior Beta Club at Oak Grove School is an organization which rewards academic achievement, leadership and service achievements, and character attributes among the members of the Junior High. Specific qualification criteria is required to be eligible for induction into the organization, along with teacher recommendation.

Academic

Students must achieve a cumulative grade point average of 3.75 or better over the three most recent, consecutive quarters and continue to maintain that average. The fourth quarter of sixth or seventh grade can be considered as one of the consecutive quarters to begin the recommendation process.

Leadership and Service

Leadership and Service, whether in or out of school, will be part of the criteria reviewed. 80% of a student's teachers in junior high must rate the candidate highly in these two areas.

Character

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

Teacher Recommendation

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

Students will be notified by a letter as to the outcome of their application for membership in the Oak Grove School Junior Beta Club. If accepted, students must not only maintain their academic average, but continue to display the other qualities of leadership, service and character. Students will be notified by letter if their status has been changed to first probation, second probation or dismissal. Students on second probation or dismissal may not participate in any Beta Club activities.

STUDENT COUNCIL

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

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

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

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

Canned Food Drive	Bake Sales
Dances	Fund Raisers

Student Council Dances: Dances are typically held on Fridays from 3:30-5:30 PM, for seventh and eighth graders. The sixth graders are traditionally invited to the spring dance. Students cannot leave a dance early without their parent being there to pick them up. A permission slip is required from any student who attends the dances. Students who cause serious discipline concerns will receive consequences at school the following school day, be sent home that evening with parents, and not be allowed to attend future dances.

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

HEALTH SERVICES

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

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

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

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

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

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

COMMUNICABLE DISEASES

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

- a) Strep Throat or Scarlet Fever - 24 hours after starting antibiotic;
- b) Chicken Pox - 7 days after eruption (including if breakthrough after having received the Varicella immunization)
- c) Measles - 5 days after appearance of rash;
- d) German Measles - 4 days after appearance of rash;
- e) Mumps - all swelling has disappeared;
- f) Other - physician's statement is required.

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

HEALTH LAWS

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

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

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

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

All students are required to have up-to-date immunizations as set by the Illinois Department of Health:

DPT	4 or more immunizations with the last one being received after the 4th birthday.
Oral Polio	3 or more immunizations with the last one being received after the 4th birthday.
Measles	2 immunizations. 1st dose at 12 months of age or older and the second dose no less than 4 weeks later.
Mumps	1 immunization at 12 months of age or older.
Rubella	1 immunization at 12 months of age or older. Measles, Mumps, Rubella(MMR) are usually given in combination as 1 injection
Hepatitis B	All students in 5th, 6th, 7th, 8th and 9th grade must show evidence of having received 3 doses of Hepatitis B vaccine. The first two doses must be received no less than 4 weeks apart. The interval between the second and third must be at least 2 months. The interval between the first and third doses must be at least 4 months.
Varicella (Chicken Pox)	1 dose on or after the 1st birthday or confirmation of the disease by the physician. (Required for entrance to Preschool, Kindergarten, 1st grade, second grade, third grade, fourth grade, fifth grade, and sixth grade.)
Lead Screening	Children entering Kindergarten must be assessed for possible lead poisoning by their health care provider as part of the physical exam. Since Oak Grove School district is a designated "low risk" area, assessment may be done by using a questionnaire developed by the Illinois Department of Health rather than a blood test.

HEALTHY TREATS

Healthier more nutritious foods are strongly encouraged over high calorie, high fat, high sugar foods. Please click [here](#) to read a letter from the School Nurses regarding birthday and party treats.

MEDICATION POLICY

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

1. The medication is required during school hours and is necessary to help the student maintain his/her health.
2. All medication sent to school must be accompanied by written permission from parent(s) and signed by a doctor. This includes both prescription and non-prescription medications including Tylenol, ibuprofen, cold medications, eye drips and topical ointments. Medications will not be dispensed without a signed physician/dentist order.
3. Written orders from the physician/dentist must be provided to the school and should include the following:
 - a) Child's name; medication; dosage; time to be given and route of administration.
 - b) Diagnosis requiring medication and possible side effects.
 - c) Doctor's/dentist/s printed name, signature and phone number.
4. Medication must be in the original prescription bottle or manufacturer's container and brought to the nurse's office.

PRESCRIPTION MEDICATION shall be labeled with

Child's name

Prescription number/medication/dosage/date

Doctor's name

OVER THE COUNTER MEDICATION

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

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

VISION AND HEARING

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

LEGAL NOTIFICATIONS

CHILDREN'S PRIVACY PROTECTIONS and PARENTAL EMPOWERMENT ACT

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

Children's Privacy Protection and Parental Empowerment Act

Section 1

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

Section 5. Definitions

As used in this Act:

"Child" means a person under the age of 16. "Child" does not include a minor emancipated by operation of law.

"Parent" means a parent, step-parent, or legal guardian. "Personal information" means any of the following:

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

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

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

Section 10. Prohibited act.

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

Section 15 Information Brokers.

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

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

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

- (1) Any federal, state, or local government agency or any law enforcement agency.
- (2) The National Center for Missing and Exploited Children.
- (3) Any educational institution, consortium, organization, or professional association, including but not limited to, public community colleges, public universities, post-secondary educational institutions as defined in the Private College Act, and private business and vocational schools as defined in the Private Business and Vocational Schools Act.

(4) Any not-for-profit entity that is exempt from the payment of federal taxes under Section 501(c) (3) of the Internal Revenue Code of 1986.

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

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

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

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

ISBE Link: <http://www.isbe.net/accountability/>

Direct link: http://www.isbe.net/pdf/protection_act.pdf

NOTICE FOR DIRECTORY INFORMATION

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

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

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

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

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

NOTIFICATION OF RIGHTS REGARDING STUDENT RECORDS

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

1. The right to inspect and review the student's education records within 15 school days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA or ISSRA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. In such instance, the School will make a reasonable attempt to give the parent or eligible student prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge such information.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

LUNCHROOM PROCEDURES

The lunchroom and playground are monitored by at least four supervisors. The lunchroom schedule will be announced at the beginning of the year.

The following is a list of general lunchroom procedures that apply to all grades:

RULES

1. At all times, a mutual respect must be present between supervisor/student, student/student.
2. Cutting in line is not permitted.
3. Each table will be responsible for cleaning their area.
4. Students will be allowed to choose where they sit; however they must sit at tables with students of the same grade. If certain groups are not cooperating with the supervisor, the seating will be rearranged by the supervisor.
5. Minor infractions will be handled by the supervisors by utilizing the time out areas. If minor infractions continue, the student will receive a Lunchroom Conduct form, and be sent to the principal for disciplinary action. Junior High students that accumulate two within a two-month time frame will be issued a Discipline Notice by the administration.
6. Major infractions, which include inappropriate language, disrespect, physical harm, etc. will be reported to the principal.
7. A signal will be utilized by the supervisor when complete quiet is needed in the cafeteria. This signal will become necessary if the "noise level" is above normal or the supervisors need to make an announcement.
8. Whistles will be utilized only outside to signal the students to line up.
9. Passes are required by all students entering late or having to leave the lunchroom early.
10. All students are encouraged to dress appropriately for the colder days when going outside. *IN/OUT signs will be posted in all the hallways to indicate if the recess session is inside or outside.
11. Cafeteria/recess staff will remain at the doors until all students have cleared the halls.
12. No hand -held video games, or music devices without permission from the supervisor
13. No tackle football
14. No hats are to be worn in the building.
15. No gum is allowed on the school grounds.
No candy or other food outside the lunchroom.
16. Students are not allowed to leave or enter a lunch/recess session earlier than the designated time unless granted permission by a staff member.

Students who consistently do not follow the lunchroom rules or are disrespectful to any adult will be sent to the principal for disciplinary action. Consequences may include loss of lunch/recess time; before/after school detention; and parent contact. Playground equipment such as basketballs, soccer balls, etc. will be made available by the school. There will be

a checkout procedure set up by the supervisors to insure that equipment is returned to its proper place. Students are asked not to bring unsafe equipment from home, such as bats or hard balls. However, they may bring a tennis ball or a Nerf ball for catch. Any item that is brought from home is to be approved by the supervisor for safety reasons.

PARENT TEACHER ORGANIZATION (PTO)

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

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

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

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

REGISTRATION

EMERGENCY INFORMATION

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

ENTRANCE AGE

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

TRANSFERS

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

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

SAFETY AND SECURITY

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

ACCIDENTS AT SCHOOL

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

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

BUILDING EVACUATION PLAN

In the event an emergency forces us to evacuate the school building and grounds immediately, the following procedures will be in place:

1. All students and staff will walk to Holy Cross Lutheran Church, 29700 N. St. Mary's Road, Green Oaks.

**Due to traffic and congestion concerns, parents should not proceed to the staging area unless given notification to do so.

Note: If the grounds do not have to be evacuated and the weather is good, a staging area will be established on the east side of the school.

EMERGENCY CLOSING OF SCHOOL

In case of a need to close school because of snowstorms or unforeseen reasons, notice will be placed on the *Alert Now* Emergency calling system, school website, and via EmergencyClosings.com as soon as the decision is made. In rare instances, school may be closed before the end of a normal school day because of an emergency. We may dismiss the early bus approximately 5-10 minutes early so that the buses can safely return for the second route on time. Parents and their children should have a predetermined plan or arrangement for their children's early arrival home under such an emergency closing.

FIRE

There will be at least 3 fire drills conducted during the course of a school year. In case of a fire, the following steps will be taken:

1. The fire alarm will sound over the public address system.
2. Students shall form a line quickly, quietly, and in an orderly manner.
3. Teachers or other adults shall close classroom doors; windows should be closed if it does not cause a serious delay.
4. No one shall stop to obtain outer clothing when the alarm sounds unless directed by a teacher to do so.
5. Occupants shall walk to the nearest unobstructed exit and leave the building in an orderly fashion. NO ONE SHALL RUN.
6. Help should be provided by a prearranged plan for those students incapable of moving at a reasonable speed.

7. Each class shall proceed together with their class teacher or other appointed monitor to a predetermined point outside the building.
8. Each teacher must make an accurate check of the pupils assigned to him/her.

INCLEMENT WEATHER

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

SCHOOL BUS EVACUATION DRILLS

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

SECURITY

VISITORS TO SCHOOL: Oak Grove School welcomes parents as visitors; however, **FOR THE PROTECTION AND SECURITY OF ALL STUDENTS, ALL VISITORS WILL BE REQUIRED TO PRESENT A PHOTO ID ON THEIR FIRST VISIT.** If parents are only waiting in the office area, screening will not be necessary. It is only for those individuals who will be out in the hallways and classrooms. In addition, any parent wishing to visit the school may do so at any time during school. A parent who wishes to visit the child's class while it is in session may do so by scheduling the visit with the teacher in advance. However, the Principal will check with the teacher to be sure that at that particular time the presence of another adult will not disrupt the educational activity in process. On such occasions the principal shall advise the parent of the specific situation and shall, at that time, arrange a definite day of visitation.

While visiting in a classroom, a visitor must not interrupt the class nor disturb the children. If a visitor desires to ask questions or confer with the teacher, he/she must make arrangements for a conference with the teacher or contact the teacher at a later time for an appointment.

In order not to interfere with the education of the children or the school program, and in order not to overcrowd a particular classroom, the principal shall have the right to restrict the number of visitors to a particular classroom at a given time and shall have the further right to determine a reasonable period of time for a visitor to remain in a classroom.

Friends of students who wish to visit may do so only after permission from the principal and classroom teacher are granted. Visits are limited to no more than a half day. Requests for such visitation must be written and must be made at least three days in advance.

TORNADO & SEVERE WEATHER

In case of severe weather, such as a tornado, the following steps will be taken:

1. Interrupted tone will sound over the public address system.
2. Students shall file out of the classroom to the designated safety area and get into proper position. Talking or unnecessary noise is unacceptable.
3. Teachers shall pull shades, close doors, and supervise their classes.

Oak Grove School's
TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

Oak Grove School District 68 allows students the use of the district's technology and its network resources including access to hardware, software, storage space, and the Internet. The purpose of such use must be solely educational and in alignment with school goals. It is provided to students for purposes of teaching curricular content, skill development, conducting research, and completing assignments. Users are expected to utilize technology and network resources for the sole purpose of furthering educational and personal goals consistent with the mission of the school district and its policies.

Parents, please read this section carefully and review its contents with your son/daughter. Any questions regarding the information found herein or any aspect of the school's technology or its network should be addressed with the technology staff or building principals.

The use of all school's technology is a privilege, not a right.

Privilege

General use of the school's technology is provided for students who act in a considerate and responsible manner. Students are responsible for good behavior and good use of their time when using school technology just as they are in the classroom or hallway. *The use of these resources constitutes a privilege - not a right.* As such, general school rules for behavior and communication apply and users must comply with district standards. School officials may regulate student expression in school-sponsored publications. The district's technology resources are part of the curriculum and not a public tool for general use.

Network storage areas will be treated like school lockers. School officials may review files and communications to maintain system integrity and insure that users are using the technology responsibly. Users should not expect that files stored on any part of the district network will be private.

Internet

The Internet is full of promise and potential. However, families are warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While it is our intent to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. The school district currently uses Internet content filtering software in an attempt to eliminate access to such materials. We believe the benefits of the Internet, in the form of information resources and opportunities for learning, exceed any disadvantages.

The school district will not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet. The district will not be responsible for any unauthorized charges or fees resulting from access to the Internet. The district may publish student work on the Internet that is created through school assignments. Any such publication will allow the student to only be personally identified by first name.

Code of Conduct for Internet and Network Use

5. Do not share your password.
6. Respect the privacy of others.
7. Use computer time productively.
8. Teacher permission MUST be granted prior to using the Internet each class period.

9. Access to web sites is limited to educational and teacher-authorized sites.
10. “Surfing” or wandering the Internet is NOT allowed.
11. Do not download files, pictures, sounds, or applications without permission.
12. Use proper handling and care when using school technology equipment.
13. Do not give out any personal information.
14. Get teacher permission prior to printing.
15. If you inadvertently access an inappropriate site, QUIT immediately and notify your teacher.
16. Be a responsible user of technology; if you suspect inappropriate activity of any kind, notify your teacher. It is the responsible thing to do.

Cyberbullying

Cyberbullying occurs when a child or teen is embarrassed, humiliated, harassed, tormented or otherwise targeted by another person using the Internet or other forms of digital communication. It is not tolerated on school property and/or using school equipment. Notify your teacher if you suspect any inappropriate treatment toward yourself or others.

Prohibited Activities

Activities not permitted include, but are not limited to, the following:

- Sending, searching, downloading, displaying, or creating offensive messages or pictures
- Using obscene or inappropriate language or gestures
- Giving personal information, such as name, phone number, address or photo, without permission from the teacher
- Harassing, insulting, or attacking others
- Damaging or modifying computers, their systems or networks, or any form of technology
- Violating copyright laws
- Using others’ passwords
- Trespassing on others’ folders, work, or files
- Intentionally wasting resources
- Intentionally bypassing school security software
- Employing the network for commercial purposes, financial gain, or fraud

Violations may result in detention, loss of access to computers and the network system, as well as other disciplinary measures.

Electronic Devices

There are several types of electronic devices that can be used in school. These include calculators, computerized spell checkers, and laptop computers (with permission of the teacher and administrator). Students need to be sure they use these tools in an appropriate manner, which will not disrupt the learning environment.

Electronic devices **not** allowed in school or on school grounds include (but are not limited to): pagers, beepers, and laser pointers.

The use of compact disc players, iPads, iPods and MP3 players, etc., are **not** allowed during school hours and should be kept in students’ lockers unless teacher permission is granted. Cell phones should **not** be seen or heard during school hours unless it is an emergency and/or teacher permission is granted.

TRANSPORTATION

SCHOOL BUS RIDERS

School Bus Safety Programs will be conducted twice per year. Instruction will include bus evacuation procedures. School bus riders, while in transit, are under the jurisdiction of the school bus driver and the school. It is expected that all riders, parents of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders:

1. Be on time at the designated school bus stop--help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus window.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing stop.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times. Eating is not allowed on the bus.
12. Carry no animals on the bus.
13. Keep books, packages, coats and all other objects out of the aisle.
14. Leave no books, lunches or other articles on the bus.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of younger children.
17. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.
18. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
20. In the event a pupil misses the bus, the parent will be responsible for transporting the pupil to and/or from school.
21. Students will ride their assigned bus only. Exceptions will be made in special situations, i.e., babysitting. A written parent note must be received and approved by the office.
22. On early dismissal days, sibling may ride together but must do so on the K-3 buses due to overcrowding and safety issues.

BUS DISCIPLINE REPORT

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

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

Bus Reports will be sent home with the student and are to be signed by the parent. In addition, parents will be contacted by the administration prior to any bus suspension. All consequences will be determined by the administration.

USEFUL INFORMATION

ACCIDENT INSURANCE

A student insurance plan is available at Oak Grove School. This insurance plan helps parents pay doctors and hospitals for accidents that might occur on the school premises and at school athletic events. Please contact the school's business manager for claim information.

AFTER SCHOOL

At no time shall a student, before or after school, be unsupervised. After school students will directly leave school grounds unless they are reporting to a teacher or reporting for an extra-curricular activity. There is absolutely no roaming of the hallways. Also, the cafeteria is closed after school, so students are expected to use proper exits and NOT stop to use the vending machines.

ATTENDING AFTER SCHOOL ACTIVITIES

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

BEFORE SCHOOL

At no time shall a student, before or after school, be unsupervised. Students are expected to report to a designated area before school starts. There is absolutely no roaming of the hallways allowed. Students are expected to use proper entrances only and NOT stop to use the pop machine.

BICYCLES

Students who ride bikes to and from school need to follow these rules for safety. Helmets are strongly encouraged.

1. Walk bikes on school property before 3:45 PM. Walk bikes during all home athletic games.
2. Do not walk between cars to get to and from your bike. Walk on sidewalks and walkways.
3. Look in all directions at all times.
4. Lock your bike.

(School is not by responsible for lost or stolen articles)

NOTE: No motorized vehicles may be operated by a minor on school property at any time.

SCHOOL FEES

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

DANCES

Dances are typically held on Fridays for seventh and eighth graders. Students cannot leave a dance early without their parent being there to pick them up.

A permission slip is required from any student who attends the dances. Students who cause serious discipline concerns will receive consequences at school the following school day, be sent home that evening with parents, and not be allowed to attend future dances.

GIFTS

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

GRADUATION REQUIREMENTS

Students must be in good standing with both their academic grades and behavior.

Students must pass the US and IL State Constitution tests.

Students must pass Health/PE.

GRADUATION SPEECH GUIDELINES

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

*Failure to follow this procedure will result in disciplinary action by the school administration.

*It is the intent not to limit what students may comment on, but rather to protect individuals from possible embarrassment either directly or indirectly.

GYM LOCKS

Students in grades 6-8 are required to have locks on their gym lockers. Locks will be distributed by the Physical Education Department.

HALLWAY LOCKERS

Students in grades 6-8 are required to have locks on their hallway lockers. It is expected that all students will be responsible in maintaining an orderly locker. This includes organizing the inside of the locker so that materials are easily accessible and so that the locker will close without any difficulty. Also, do NOT leave any materials on the top of the lockers or on the floor next to them. Students may not have open food or drink in their locker. Let's take pride in the appearance of our school.

LOCKER VISITS

Junior High students are assigned times when they may stop at their lockers. They must be on time to their next class. Please plan your visits wisely.

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

Students in grades six through eight will not be required to have locks on their hall lockers. The school will furnish optional locks, however, at no cost to those students who wish to use them. Lost locks, however, are the responsibility of the student. Non-school locks are not to be used for any reason. Students must be able to fit book carriers in their locker and they must not be left in the halls.

LOST AND FOUND

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

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

MILK

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

PARKING LOT INFORMATION

Parent parking for K-3 students is available in the lower lot by the Elementary Office entrance. Parents of 4-8 grade students should park in the upper lot. Please park only in the designated parking spaces. If you are dropping your child off in the morning, use the drop-off only lane. Pull all the way forward and make sure your child is ready to exit the vehicle. If you need additional time, there are 10 minute only parking spots located near both the elementary and junior high offices. The outside lane is for through-traffic only. Remember to use your turn signals.

PARTIES

Authorized parties are:

Kindergarten:	Halloween, Holiday (Christmas), Valentine
Grades 1-5:	Halloween, Holiday (Christmas), Valentine
Grades 6-8:	Holiday (Christmas), (optional)

Healthier more nutritious foods are strongly encouraged over high calorie, high fat, high sugar foods. Please click [here](#) to read a letter from the School Nurses regarding birthday and party treats.

Birthday food items may not be brought to school due to the high number of children with serious allergies.

PARTIES OUTSIDE SCHOOL

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

PETS IN SCHOOL

Pets are not permitted on the school grounds. The only exception is that in the elementary grades parents are permitted to bring pets for Show and Tell. No pets are allowed on the school bus at any time.

PUBLICATIONS

Oak Grove School publishes the [Oak Grove News](#) weekly. It can also be accessed on our website at ogschool.org. Articles or announcements should be turned in to Kelly Pickard at pickard@ogschool.org no later than Friday at noon of the previous week.

SCHOOL SUPPLIES

A student supply list is included in the registration packet.

STUDENT ID CARDS

Students in grades 6-8 are expected to carry their school issued ID with them **at all times**.

STUDENT SOLICITATION

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

TELEPHONE USE

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

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

TRANSPORTATION

Oak Grove School provides bus transportation for those students who are not from the designated "walking" areas. New residents of the district who have questions regarding our bus program should call Debi Shaffer at extension 411.

TUTORING

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

WALKING RULES

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

YEARBOOK

A school yearbook is published and distributed at the end of the school year.

PARENT/STUDENT SIGNATURE FORM

DETACH AND RETURN

My son/daughter _____ and I (we) have
Student's Name

reviewed the 2010-2011 Parent Student Handbook, including the Technology Acceptable Use Policy (AUP) found on pages 31-32 of the handbook. If I have any questions, I will contact the principal.

Parent Signature

Student Signature (grades 4-8)

Date

Due by: September 3 to the Homeroom Teacher.