

**PARENT/STUDENT
HANDBOOK
2024-2025**



**OAK GROVE SCHOOL DISTRICT #68
1700 S. O'Plaine Rd.
Green Oaks, IL 60048
847-367-4120
www.ogschool.org**

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CHAPTER 1:INTRODUCTORY INFORMATION & GENERAL NOTICES

WELCOME

This handbook contains information, which is imperative to the smooth operation of our school and is a summary of our Board Policies that govern the District. We have added links to various board policies as they are relevant to each section of this handbook. A list of [Board Policies](#) is available on our website.

Parents and students are encouraged to use this handbook as a resource throughout the year and to carefully read and discuss its contents. We feel it is critical that open lines of communication exist between home and school. The information contained in this guide will aid in achieving this goal. **The handbook may be amended as needed during the year without notice.**

STUDENT HANDBOOK ACKNOWLEDGMENT

TO PARENTS/LEGAL GUARDIANS: We ask for your support with all of 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: We ask you to be responsible, take pride, and use "common sense" in everything that you do. Do your best and we will support your efforts.

We look forward to partnering with you this school year. Please feel free to contact us with any questions!

- Ryan Murray, Principal: phone ext. 2006, murray@ogschool.org
- Joe O'Malley, Assistant Principal: phone ext. 2705, omalley@ogschool.org
- Oak Grove School: phone: (847) 367-4120, www.ogschool.org

PLEASE NOTE: In an effort to reduce paper and the amount of time teachers spend tracking down signed forms, we are asking you to electronically acknowledge that you've reviewed the Parent/Student Handbook. This will just take a few moments. [PLEASE CLICK HERE](#) and click submit upon completion. If you have any questions, please contact Oak Grove Principal Ryan Murray or Assistant Principal Joe O'Malley. You will only need to do this once for your family, no matter how many children you have enrolled at Oak Grove. Thank you.

BOARD OF EDUCATION

President: Mrs. Raabia Khan

Vice President: Mrs. Emily Savino

Members: Mrs. Cathie DeMoon, Mrs. Kim Rihman,, Mr. Henry Liu, Mrs. Krysia Ressler, Mr. Matthew Saratore

DISTRICT PERSONNEL

All district contact information can be found on the district website.

MISSION STATEMENT

“Ignite a passion for learning in pursuit of excellence.”

At Oak Grove, We Believe...

- Children come first.
- Children thrive in a safe and engaging environment.
- School and community collaborate to enhance learning.
- Diversity in our community elevates learning.
- Differentiated instruction maximizes potential.

Parameters

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

Strategic Governance Model

BOARD OF EDUCATION

Strategic Role

To set the organizational vision, targets, aspirations and policies

ADMINISTRATION

Tactical Role

To develop planning steps, cost benefit analysis, and implementation and deployment strategies

TEACHER/EDUCATIONAL SUPPORT PERSONNEL

Operational Role

To implement changes and strategic initiatives in classrooms

DISTRICT PHILOSOPHY

1. Teach 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 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.

VISITORS ON SCHOOL PROPERTY

(See Community Relations [board policy](#) 8:50 *Visitors To The Schools*.)

Oak Grove School welcomes parents as visitors. All visitors will also be required to follow the expectations below:

- If you need to come to school, please contact the front office in advance.
 - *Oak Grove Main Office: 1-847-367-4120*
- All visitors will stand in the vestibule until they are directed to enter the office.
- For the protection and security of all students, all visitors will be required to present a photo ID on their first visit.
- Visitors must wear a lanyard or tag identifying themselves as a guest in the building.
- Visitors must return to the office and turn in their lanyard or tag before leaving the building.
- A parent who wishes to visit their child's class must pre-approve the visit with the teacher and administration.
- The principal shall have the right to restrict the number of visitors to a particular classroom at any given time.
- **If a student arrives after 8:20 a.m., please come into the Main Office entrance to sign in the student.**
- If you are picking up a sick student, please follow the instructions provided by the nurse on the phone.
- Please send all items with your child(ren) in the morning to minimize any disruptions to the day.
- If an item must be delivered to school, there will be a container inside the vestibule where items may be placed.
 - The container will contain post-its and pens for you to write the students' *first and last name* and *classroom or homeroom teacher*.
 - If the item is a forgotten lunch, please deliver it before 10 a.m. to ensure that the students will have it for their designated lunch time.
 - ***Outside delivery orders will not be accepted.***
- Any person wishing to confer with a staff member should contact that staff member to make an appointment.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.

2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

SCHOOL VOLUNTEERS

All school volunteers must be approved by school administration prior to assisting at the school. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Lonny Lemon (interim Superintendent)

DISCRIMINATION & HARASSMENT ON THE BASIS OF RACE, COLOR, AND NATIONAL ORIGIN PROHIBITED

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful Conduct.

Making a Report or Complaint: Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;

2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be

temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

GIFTS

(See [board policy 2:105 Ban on Receipt of Gifts](#).)

The superintendent, principal, other administrators, 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. Gifts for students delivered to school are discouraged. To avoid disruptions to instruction, gifts will not be delivered to students during the school day.

INVITATIONS

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

SNACKS

Due to health concerns and scheduling, snacks for any occasion must be arranged in advance with the classroom teacher and/or adhere to our [snack guidelines](#). All snacks must be store bought and prepackaged in individual servings. Snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select snacks with nutritional value.

BIRTHDAY INVITATIONS, TREATS, AND GOODIE BAGS

Oak Grove does not participate in the delivery of student invitations, goodie bags, and treats due to the distractions this often creates. We also recognize that in our diverse community families have different ways of celebrating special events. Unless there is an event in a classroom being sponsored by the PTO, please do not send anything to school that needs to be distributed to individuals or to the class of students.

VIDEO & AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention.

National Suicide Prevention Lifeline: 988 (Call, Chat, or SMS)

The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals. Support is also available through texting.

- **Text HOME to 741741 for free, 24/7 crisis counseling.**

Safe2Help Illinois is available 24/7

[Safe2Help Illinois](#) is another mental health resource that offers students a safe, *confidential* way in which to share information that might help prevent suicides, bullying, school violence, or other threats to school safety. This program is not intended to suspend, expel, or punish. Rather, the goal is to encourage students to “Seek Help Before Harm.”

Anyone aware of threats to other students or who have thoughts of harming themselves, should contact Safe2Help. Trained staff are available 24/7 to confidentially talk with students one-on-one. In an emergency, always call 9-1-1 for immediate assistance.

PARENT ORGANIZATIONS AND BOOSTER CLUBS

Parent organizations and booster clubs are invaluable resources to the District’s schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District’s name, a District school’s name, or a District school’s team name, or any logo attributable to the District provided they first receive the Superintendent or designee’s express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization’s or club’s name and purpose, such as, to enhance students’ educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization’s or club’s business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District’s representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

PARENT TEACHER ORGANIZATION (PTO)

The purposes of the Oak Grove Parent Teacher Organization are threefold:

- Enhance the educational environment and social opportunities at Oak Grove School through events, volunteer opportunities, and financial resources;
- Build a spirit of pride in Oak Grove School throughout the school and community at large; and
- Promote communication between the school administration, staff, families, and students.

In pursuit of these goals, the PTO sponsors a number of programs utilizing funds acquired primarily from membership dues and fundraising. For a complete description of PTO programs, meeting times, and committees, please visit the [PTO website](#) or contact the PTO presidents at president@ogspto.org. PTO meetings are usually held in the Professional Development Room.

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.

Oak Grove School does not offer a school lunch program. However, the Oak Grove PTO does organize a fundraiser using a local vendor to provide lunch options for students.

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior

- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes

- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

EMPLOYEE ETHICS; CODE OF PROFESSIONAL CONDUCT; AND CONFLICT OF INTEREST

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

PROFESSIONAL AND APPROPRIATE CONDUCT

(See [board policy 5:120 General Personnel](#).)

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and the employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries.

1. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90 *Abuse and Neglected Child Reporting*; and 5:100, *Staff Development Program*.
2. The District establishes guidelines for employee-student boundaries including but not limited to:
 - a. Transporting a student
 - b. Taking or possessing a photo or video of a student
 - c. Meeting with a student or contacting a student outside the employee's professional role.

FAITH'S LAW

(See [board policy 5:30 Hiring Process and Criteria](#).) The District focuses on the prevention of sexual misconduct as defined in the first part of Public Act 102-0676 (Faith's Law) by school employees, substitute employees, and employees of contractors. Specifically the District reviews employment history as part of the hiring and vetting process.

OAK GROVE SCHOOL CALENDAR 2024-2025

(See [board policy](#) 6:20 School Year Calendar and Day.)

DATE	EVENT
August 19th	Teacher Institute Day 1–No School
August 20th	Teacher Institute Day 2–No School
August 21st	First Day of School for Grades 1-8
August 22nd	First Day of Kindergarten 8:20 - 11:30
September 2nd	Legal Holiday (No Student Attendance)
September 19th	School Improvement Day (Early Release) 11:30 - 3:30
October 1st	Curriculum Night for Grades K-2 from 6:00 - 8:00
October 2nd	Curriculum Night for Grades 3-5 6:00-8:00
October 3rd	Curriculum Night for Grades 6-8 from 6:00 - 8:00
October 11th	Teacher Institute Day (No School)
October 14th	Legal Holiday (No Student Attendance)
November 5th	No Student Attendance
November 8th	Early Release 1:00 - 3:30
November 19th	Report Cards go home
November 25th	Family Conferences 1:00 - 8:00
November 26th	Family Conferences 8:00 - 12:00
November 27th	No Student Attendance
November 28th	Legal Holiday (No Student Attendance)
November 29th	No Student Attendance
December 23rd-January 3rd	Winter Break - No Student Attendance
January 6th	Return from Winter Break
January 20th	Legal Holiday (No Student Attendance)

January 30th	School Improvement Day (Early Release) 11:30 - 3:30
February 17th	Legal Holiday (No Student Attendance)
February 26th	Early Release 1:00 - 3:30
March 4th	Report Cards go home
March 6th	Family Conferences 1:00 - 8:00
March 7th	Teacher Institute Day (No School)
March 24th-March 28th	Spring Break - No Student Attendance
March 31st	Return from Spring Break
April 18th	No Student Attendance
May 15th	School Improvement Day (Early Release) 11:30 - 3:30
May 22nd	Early Release 1:00 - 3:30
May 26th	Legal Holiday (No Student Attendance)
May 27th	8th Grade Graduation
June 4th	Last Day of School & Report cards go home
June 5th-11th	Emergency School Days (if needed)

CHAPTER 2: ATTENDANCE, PROMOTION & GRADUATION

ATTENDANCE

Illinois law requires compulsory school attendance of any child between six (by September 1st) and seventeen years of age. Attendance, both punctual and regular, is important to a student's success in school. It is impossible to recreate a classroom experience identical to the ones students have missed. Although it is unfortunate and sometimes unavoidable for students to miss class, Oak Grove encourages attendance from all students. We appreciate your support in this process.

(See [board policies](#) 7:70 *Attendance and Truancy*, 7:80 *Release Time For Religious Instruction/Observance*, and 7:90 *Release During School Hours*.)

- Regular school hours are from 8:20 AM to 3:20 PM.
- OGS sponsors two types of Early Release days for staff:
 - On SIP (School Improvement Plan) Early Release days, students are dismissed at 11:30 AM. These days are reserved for staff professional learning opportunities.
 - On Early Release days for teacher work days, students are dismissed at 1:00 PM. These days occur at the end of each grading period.

RESPONSIBILITIES

Parent/Guardian, please inform Oak Grove of any absences prior to or by 9:00 AM on the day of the absence.

Oak Grove Front Office (847) 367-4120

**If calling outside of office hours, please select option 3 to report an absence.*

When reporting an absence, please identify the following items so that Oak Grove may accurately record the absence.

1. Student's first and last name - Please spell out the last name for clarity
2. Grade level and classroom/homeroom teacher
3. Name of parent/guardian calling as well as the contact phone where parent/guardian may be contacted
4. Identify the reason for absence (See the attendance code list below).

Excused Absences- Students may make up missed work by making arrangements with individual teachers. The final decision for authorizing an absence rests with the administration. To help maintain accurate excused absence records, we encourage students that have seen a doctor to submit a doctor's note if there are 3 consecutive illness related absences to the front office and nursing staff. If a doctor's note is not provided after the 3 consecutive absences then the absence(s) will be counted as an unexcused absence. Excused absences may include any of the following;

- Illness (including mental or behavioral health of the student)
 - *Mental Health* - in accordance with Illinois Public Act 102-1577, A student may identify up to 5 Mental Health Day Absences. After the 2nd absence that is identified as a mental health day, students may be referred to appropriate school support personnel.
- Observance of a religious holiday or event
- Death in the immediate family, family emergency
- Situations beyond the control of the student
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
- Attending a military honors funeral to sound TAPS, or other reason as approved by the building principal

- **Medical Excused** – Any illness including a pregnant student suffering medical complications as certified by their physician. The final decision for authorizing an absence as medically excused rests with the administration.

Extended Absences (10 or more days) – If a student knows in advance that he/she will be absent from school 10 or more consecutive days, parents/guardians must contact the Front Office prior to the date of the absence, complete the [extended absence form](#), and turn in their school issued device prior to the absence. Please note, it would be at the teacher's discretion to provide work for this type of absence.

Unexcused absence – Absences that do not follow the circumstances to be valid causes for a student's absence are considered unexcused absences.

Truancy – A "truant" is defined as a child who is subject to compulsory school attendance and who is absent without valid cause. Parent/guardian conferences may be required to resolve truancy issues. [See notification process.](#)

Chronic Absenteeism – "Chronic absence" means absences that total 10% (18 days) or more of school days of the most recent academic school year, including absences with (excused) and without valid cause (unexcused). [See notification process.](#)

*State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

Oak Grove uses the following diagnostic procedures for identifying the causes of unexcused student absences: interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems. In addition, supportive services to chronically absent students include: parent conferences, wellness checks, and information about existing community services. [See notification process.](#)

SCHOOL TARDINESS

Students in grades K-8 are expected to be in their classroom at 8:20 AM. Students entering school after the start of classes must report to the office for a pass to enter class and their parent/guardian must sign them in. Parents of students who are continually tardy will be notified. Arriving at school late creates disruptions for the student, peers, and teacher. On time arrival allows students to smoothly transition into the school day. Supportive services to tardy, truant, or chronically truant students include: parent conferences, wellness checks, and information about existing community services. [See notification process.](#)

TRUANCY

Student attendance is critical to the learning process. Students who miss more than 1% but less than 5% of the regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at improving the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school may choose to complete a referral to the Lake County Truancy Officer.

NOTIFICATION PROCESS

If an absence or absences are not reported then the process listed below will be followed in order to ensure that the appropriate supports are provided for the family and student(s).

1. A front office phone call and a follow up email will take place.
If there is no response from the family then
2. An administrator phone call and a follow up email will take place.
If there is no response from the family then
3. A family meeting will be requested.
If there is no response from the family or if the unexcused absences continue then
4. A wellness visit will be scheduled. A wellness visit is conducted by an administrator and a member of the mental health team (i.e. social worker).
If there is no response from the family or if the unexcused absences continue then
5. A Lake County Truancy officer and/or law enforcement will be notified and conduct a home visit.
6. Students that accumulate 10 or more absences (including both excused and unexcused absences) will receive a “digital postcard” with cumulative attendance information. This change aims to provide additional communication to students approaching chronic absenteeism with no punitive intentions. As students accumulate over 10 absences, they will also receive an attendance letter with more detailed attendance data and potential interventions.

HALL PASSES

Students entering any class after the start of the period should have an entry pass from the office or from a teacher. Students entering without a pass will be considered tardy.

Occasionally it is necessary for students to leave the classroom during a class period. Students leaving class during a period should also have a hall pass (except in the case of an emergency).

EARLY RELEASE OF A STUDENT

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 a responsible adult. No student may leave the school building or grounds without permission from the office.

Pupils may be released during regular school hours for appointments with a doctor or dentist; however, the school discourages the practice of such instructional interruptions. When a student’s release from school is absolutely necessary, parents need to send an email to ogsofficestaff@ogschool.org, explaining the reason and the time for leaving. When a parent arrives at school for the child’s pick up, the parent should call the Main Office, 847-367-4120, and the child will be released to the parent.

A student returning from a doctor or dentist appointment should first report to the Main Office to be signed in by the office staff and will obtain a pass back to class. Parents are asked to please call the Main Office when arriving to inform office staff of the child’s arrival. If a child becomes ill at school, every effort will be made

to contact the parent/s. In these cases, the parent will be asked to come to school to pick up the child. A student who is ill will not be sent home unless accompanied by an adult. Students should not use their own cell phones or smartwatches to contact parents for early pick up from school (i.e. if sick, or for other reasons), and instead should visit the nurse or office to use the school phone.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Angela Phillips, Director of Student Services.

ACADEMICS

ACADEMIC ACCOUNTABILITY

We expect students to uphold the "honor code" and to understand the definition of academic dishonesty. It is the District's responsibility to deal with academic dishonesty when it occurs at school. Academic dishonesty occurs when a student attempts to pass, as his or her own, work that is not their own.

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

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

After considering other factors that may be relevant to the situation, the consequences for any of the above or similar actions shall be as follows: the student will be asked to complete the work in an honest manner so that

his or her knowledge may be accurately assessed. Additional measures may be taken at the teacher's and/or administrator's discretion.

GRADING SCALES

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

GRADES K-5 STANDARDS BASED GRADING

4 - Achieved

The student consistently and independently demonstrates grade level expectations for concepts and skills.

3 - Progressing

The student is progressing towards demonstrating grade level expectations for concepts and skills with minimal assistance.

2 - Developing

The student is developing towards demonstrating grade level expectations for concepts and skills with on-going assistance.

1- Beginning

Student shows an emerging awareness of concepts and skills

N- No or not enough evidence has been provided to support a rating for this standard. Reasons for this may be, but are not limited to, extended leave or receiving alternative services during the instructional period.

X- Indicates that the standard was not instructed and/or assessed during the trimester.

GRADES 6, 7, 8

A+ =	97% -100%	C+ =	77%-79%	F+ =	57%-59%
A =	93%-96%	C =	73%-76%	F =	below 57%
A- =	90%-92%	C- =	70%-72%	S=	Satisfactory
B+ =	87%-89%	D+ =	67%-69%	I=	Incomplete
B =	83%-86%	D =	63%-66%	U=	Unsatisfactory
B- =	80%-82%	D- =	60%-62%	NA=	Not Applicable

*Teachers have the discretion to also add written narrative descriptions to report cards to help explain a student's progress and achievement. For more information please click [HERE](#).

REPORT CARDS

An electronic report on the progress of pupils in grades kindergarten through eighth grade will be sent to parents three times a year. (See [board policy 6:280 Grading and Promotion](#).)

HOMEWORK GUIDELINES

These guidelines were developed by the staff and administration of Oak Grove School District #68. Every effort will be made to adhere to them as closely as possible. It is our sincere goal to strive to utilize the guidelines herein on a regular basis. Parents should be aware that situations might occur which could cause deviation from the suggested guidelines. (See [board policy 6:290 Homework](#).)

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 when possible. 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 on the second day that a student is absent. Completed homework requests will be available to parents by 3:30 PM. It is suggested that parents have a record of their child's locker number, locker combination (if one is used) and desk location to pick up necessary books. Staff members will be responsible for gathering students' texts and supplies when students are absent. Parents are urged to not have younger students carry books, etc. home for older brothers/sisters, etc.
3. Vacations – Oak Grove School will not put up barriers that inhibit family vacations, but encourage parents to plan accordingly to keep student absences to a minimum and to notify the school in advance of such trips. Teachers are not responsible for providing assignments during extended vacations. Please discuss your student's academic responsibilities with teachers prior to the absence.
4. Students are responsible for turning in homework assignments. Teachers are not responsible for printing student homework or permission slips sent to them electronically during the school day. Due to instructional responsibilities, teachers do not always have time to access their email during instructional hours.

I. DEFINITION OF HOMEWORK AND DISTRICT PHILOSOPHY

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

II. PURPOSE OF HOMEWORK

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the school and parents/guardians;
4. Encourages independent thought, self-direction, and self-discipline; and
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

(See [board policy 6:290 Homework](#) for more information)

PARENT-TEACHER CONFERENCES

Two (2) Parent-Teacher conference sessions will be held this year, one in the fall on November 20-21, and one in the spring on March 7th. 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.

CHAPTER 3: STUDENT FEES AND MEAL COSTS

FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES

(See [board policy 4:140 Waiver of Student Fees](#).)

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from Kelly Mitchell, assistant business manager. Please contact Kelly at extension 2099. An application may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the McKinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

SCHOOL LUNCH PROGRAM

The PTO partners with Marla's Lunch for our school lunch program. Marla's works with national chains as well as local restaurants to provide quality lunches and they work with OGS staff and parent volunteers in the lunchroom each day. Weekly menus at-a-glance are sent home by the PTO. When placing orders, please ensure your student(s) grade level and teacher are listed correctly. Every Wednesday is the lockout date to place/change orders for the following week. [Here](#) is the link for ordering Marla's lunch.

Questions? Food or policy questions including allergen information, missed/late orders, credits, and changes/cancellations: Marlaslunchinfo@gmail.com or call 224-269-0068. Technical Support questions (help navigating the site): support@boonli.com. Other questions: president@ogspto.org.

In the event a child forgets their lunch, the PTO also provides an onsite Pantry. The Pantry is available to provide K-8 students with simple options for food when they forget their lunches or in case something inadvertently happens to their lunch. Items in the Pantry include: Nutri Grain Bars Soft Baked, Go Go Squeez Applesauce, Kraft Easy Mac Cups, and Goldfish Crackers. The Ingredients information for these items is available on the PTO website ([link here](#)).

FREE AND REDUCED-PRICE FOOD SERVICES

At the beginning of each school year the District shall notify students and their parents of eligibility requirements for free and reduced price food service, the application process, and the name and telephone number of a contact person for the program. Parents enrolling a child in the District for the first time, any time during the school year, shall receive eligibility information.

Families experiencing financial hardship may apply for Free and Reduced Lunch by completing forms found on the Business Office page of our website located [here](#). A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. department of Agriculture, and distributed by the Illinois State Board of Education.

MILK

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

CHAPTER 4: TRANSPORTATION

(See [board policy 4:110 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 Karen Draths at extension 2027**.

ARRIVAL/BEGINNING OF THE DAY

- Bus pickups begin at **7:10 a.m.** and all bus riders will be in the building by **8:20 a.m.**
- Supervision on school grounds begins at **7:35 a.m.**
- OGS will assign adequate outside and hallway supervision to support student safety during arrival and dismissal times.
- Prior to entering the school, all students will line up on their respective playgrounds: K-4 on the elementary playground and 5-8 on the junior high playground.
- At the arrival bell, all students in grades K-4 enter the building off of the elementary playground, and all students in grades 5-8 enter the building from the back junior high playground.
- Where and when necessary, the school may implement other procedures for entering and leaving the building.

DISMISSAL PROCEDURES

- Student dismissal will begin at **3:20 p.m.**
- The earliest that family pick-ups may begin lining up in the parking lot is **3:20 p.m.** This is due to the fact that we need all buses on school property prior to **3:20 p.m.** to begin loading students promptly at **3:20 p.m.**
- Bus riders will be the first to be dismissed, one bus at a time, by exiting through the main office doors at the front of the building. Bus riders head to their assigned seat on the bus.
- Family pickups will be second and begin once the last bus is loaded.
- Families will need to have their school issued number placards visible on the passenger side window.
- Once a staff member identifies your placard they will call for your child(ren) to begin heading towards the pickup Car Line (through Door 18) near the upper lot of the school.
 - If you are picking up a student outside of your family you **MUST** have both families' school issued placards visible on your passenger side window for staff to release the child(ren).
- Walkers and bike riders will be dismissed last and leave through the back end of the building by the Junior High cafeteria.

Important Safety Information

1. Students are only allowed to **enter and exit their car on the curbside**. If you need to buckle your children in or load/unload backpacks through the trunk, please pull up to the north-most end of the car line. This avoids significant disruptions to the flow of traffic.
2. Please do not pick up your child(ren) until you have **pulled all the way up to the car in front of you, leaving no large spaces** between you and the next car. Large gaps between cars create longer pick-up lines.
3. **Students are only allowed to enter or exit their car between the two crosswalks**. Students are not allowed to exit their car early, near the JH gym.
4. No drop-offs or pick-ups are permitted in the lower lot because this location is dedicated to buses.

IMPORTANT NOTE: If you need to change your child(ren)'s routine for pick-up on any particular day,

please follow the step below:

Email both your child(ren)'s teacher and office staff (ogsofficestaff@ogschool.org) by 2:00 pm. This ensures communications can be sent to staff and our bus drivers informing them of the change. You will receive a confirmation back from one of our office staff members (Susan Gilbert, Karen Draths, Kathy Azzato) when they have received your note. **If you do not receive an email confirmation, please call the main office at 847-367-4120 to confirm.**

We understand emergency circumstances occur, and if you must change your child(ren)'s routine past 2:00 pm(?), please call the office directly and they will notify your child(ren)'s teacher and the bus driver directly.

We appreciate your attention to these procedures!

BUSES

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

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

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

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

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

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices are not permitted on the bus.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits.

- Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
 9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
 10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
 11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
 12. Never run back to the bus, even if you dropped or forgot something.

Bus Conduct

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

BUS DELAYS

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

ADDITIONAL RESOURCES FOLLOW:

National Highway Traffic Safety Administration - School Bus Safety

https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html

U.S. Department of Transportation - School Bus Safety Campaign Material

www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaignmaterial

National Safety Council - Tips for a Safe Ride

www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus

Ill. State Police - School Bus Safety

<https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf>

Ill. State Board of Education - School Bus Safety What Parents Should Know
www.isbe.net/Documents/bus_safety_parents.pdf

Ill. State Board of Education - Instructions To School Bus Riders
www.isbe.net/Documents/bus_ride_instruct.pdf

CHAPTER 5: HEALTH AND SAFETY

OAK GROVE HEALTH SERVICES

Oak Grove School provides a school nurse on school days from 8:00 AM to 3:30 PM to handle illnesses, injuries, and medical emergencies occurring during the school day. Visit the [OGS nursing webpage](#) for additional information.

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 100.4 or above, a contagious skin rash, upset stomach, acute cold or general signs of listlessness and illness, they should not be sent to school. Your child should be fever free (without the use of medication) for 24 hours before returning to school unless otherwise noted by your treating physician.

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. influenza, strep infection, COVID, 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 P.E. for more than two (2) days. A parent's note is only acceptable for one (1) day.

If a student cannot participate in gym class, they may not participate in extracurricular sports that day.

If a student stays home sick on a day of an extracurricular or other special school activity, they may not participate in the activity.

IMMUNIZATION, HEALTH, EYE & DENTAL EXAMINATION

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

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

An age-appropriate developmental screening, diabetes screening, and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

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

You can access the Illinois State Physical Exam form [here](#).

Yearly physical examinations or sports physicals 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. Sports physical exam forms are available [here](#).

Eye Examination

All students entering kindergarten or the school for the first time must present proof of eye examination upon entering the school year. Eye examination must be performed within one year prior to the start of school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The eye exam form is available [here](#).

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

Dental Examination

Illinois law (Child Health Examination Code, 77 Ill. Adm. Code 665) states all children in kindergarten, second, sixth, and ninth grades of any public, private, or parochial school shall have a dental examination. The examination must have taken place within 18 months prior to May 15 of the school year. If you fail to present proof by May 15, the school may hold your child's report card until proper documentation is turned in.

Dental exam forms are available [here](#).

STUDENT MEDICATION

(See [board policy 7:270](#) *Administering Medication To Students*.)

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

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

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

1. The medication is required during school hours and is necessary to help the student maintain his/her health.

2. All medication sent to school must be accompanied by written permission from parent(s) and signed by a doctor. This includes both prescription and non-prescription medications including Tylenol, ibuprofen, cold medications, eye drops and topical ointments. Medications will not be dispensed without a signed physician/dentist order.
3. Written orders from the physician/dentist must be provided to the school and should include the following:
 - a. Child's name, medication, dosage, time to be given and route of administration.
 - b. Diagnosis requiring medication and possible side effects.
 - c. Doctor's/dentist's printed name, signature and phone number.
4. Medication must be in the original prescription bottle or manufacturer's container and brought to the nurse's office.
 - a. PRESCRIPTION MEDICATION shall be labeled with
 - i. Child's name
 - ii. Prescription number/medication/dosage/date
 - iii. Doctor's name
 - b. OVER THE COUNTER MEDICATION
 - i. 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 nurse's office must be made to alert the nurse that the medication is being brought to school by the student.
6. Students are not permitted to use their cell phones or classroom phones to call home if ill or requesting medication from home. Students who are not feeling well, need to go to the nurse for an assessment, and parents will be called if needed.
7. The school administration retains the discretion to reject any request for administering medication, in which case a parent/guardian may come to school to administer the medication.

Administration of Medical Cannabis

(See Administering Medicines to Students [board policy](#).)

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

COMMUNICABLE DISEASE

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the school nurses.

STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (847) 367-4120 ext. 2006.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Please see [Procedures on the Management for Food Allergies and Anaphylaxis](#) for additional information.

FOOD SHARING

Homemade food items cannot be shared with other students during the school day. For further information, please visit [Procedures on the Management of Food Allergies and Anaphylaxis](#).

PREVENTION OF ANAPHYLAXIS

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

SAFETY DRILL PROCEDURES AND CONDUCT

(See [board policy 4:170 Safety](#).)

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

CHAPTER 6: DISCIPLINE & CONDUCT

SCHOOL DRESS CODE & STUDENT APPEARANCE

(See [district policy 7:160 Student Appearance](#).)

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in laboratories or during physical education.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- Refrain from wearing undergarments, bathing suits, and clothing that displays inappropriate or offensive phrases or pictures and/or refers to alcohol, drugs, sex, or tobacco.

In addition to relying on parent discretion, Oak Grove School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

These dress code guidelines shall apply to regular school days, summer school days, and any school-related events and activities. A final decision on proper attire will rest with the administration in partnership with the parents/guardians.

STUDENT BEHAVIOR

(See [board policies 7:130 Student Rights and Responsibilities](#) through [7:190 Student Discipline](#).)

OFFICE-MANAGED VS. CLASSROOM-MANAGED BEHAVIORS

Classroom-managed behaviors are known as behaviors that the classroom teacher or staff member should be able to handle *without* the need for administrator intervention. These behaviors should be regular classroom management scenarios.

Office-managed behaviors are defined as behaviors that require a teacher or staff member to request the assistance of an administrator to deal with the behavior.

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

RESTORATIVE PRACTICES

Restorative practices are a combination of informal and formal processes used to manage conflict and tensions by repairing harm and improving relationships. The most important function of restorative practices is to restore and build relationships. Oak Grove is committed to providing a safe environment that empowers students to express and exchange their emotions. By providing opportunities for this process we are striving to support the development of the whole child.

Oak Grove will use restorative practices to reduce inappropriate behavior, improve relationships, repair harm, and strengthen the school community. Restorative practices may be utilized by school staff, with students, for a variety of situations. Examples of restorative practices include but are not limited to: impromptu conferences, affective questions or statements, mediations, reflections, and restorative circles.

Restorative measures are alternatives to exclusionary discipline practices such as suspensions and expulsions that:

1. Are adapted to the particular needs of the school and community
2. Contribute to maintaining school safety
3. Protect the integrity of a positive and productive learning environment
4. Teach students the personal and interpersonal skills they will need to be successful
5. Serve to build and restore relationships
6. Reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral needs
7. Increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:

- Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
- Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program

- (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
 6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
 7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
 8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 9. Engaging in teen dating violence.
 10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
 11. Entering school property or a school facility without proper authorization.
 12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
 13. Being absent without a recognized excuse.
 14. Being involved with any public school fraternity, sorority, or secret society.
 15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
 17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
 18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on

school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Assignment of detention (grades 5-8)
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other

circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Targeted School Violence Prevention and Threat Assessment Education

Student safety is our District's top priority. Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate.

While it is not possible to completely eliminate threats, the School and District maintain a Crisis Team and procedures to reduce risks to the school environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

What Is a Threat?

A threat is a concerning communication or behavior that indicates that an individual may pose a danger to the safety of school staff or students through acts of violence or other behavior that could cause harm to self or others. It may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or in another way. Threats may be direct (“I’m going to beat you up” or “I’m going to blow this place up!”) or indirect (“Come and watch what I am going to do to her.”). A threat can be vague (“I’m going to hurt him.”) or implied (“You better watch out.”). Any possession of a weapon or mention of one is a possible threat.

A threat is a threat regardless of whether it is observed by or communicated directly to the target of the threat or is observed by or communicated to a third party; and regardless of whether the target of the threat is aware of the threat.

Sometimes students make threats that may seem funny or “joking,” but sometimes a threat is very serious and/or criminal. When you are in doubt as to whether the statement is kidding or serious, the responsible thing to do is to tell the Principal or another staff member.

What Is Targeted School Violence?

Targeted School Violence includes school shootings and other school-based attacks where the school was deliberately selected as the location for the attack and was not simply a random site of opportunity. Individuals who have committed targeted violence did not “just snap,” but engaged in a process of thought and escalation of action over days, weeks, months, and even years. In the majority of incidents of targeted violence, perpetrators did not directly threaten their targets, but they did communicate their intent and/or plans to others before the violence. This indirect expression or third-party communication of intent to cause harm is often referred to as leakage. Reporting leakage is key to preventing targeted school violence.

Who Is Required to Report Threats?

All District staff, volunteers, and contractors are required to report any expressed threats or behaviors that may represent a threat to the community, school, or self to the Building Principal. Parents/guardians and students are also encouraged to report any such threats to the Building Principal.

Reported threats are assessed by the school's Threat Assessment Team (TAT). Each TAT includes people with expertise in counseling, instruction, school administration, and law enforcement. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe and secure school environment, to protect and support potential victims, and to provide assistance, as needed, to the individual being Assessed. **The threat assessment process does not preclude anyone from acting immediately to address an imminent threat.**

What Can Staff and Parents/Guardians Do?

The school's mental health team will provide guidance to students and staff regarding recognizing concerning, aberrant, threatening, and prohibited behaviors to be reported. While there is no one list of behaviors that may cause concern, examples include, but are not limited to:

- Threatening statements or gestures
- Persons with ongoing, unresolved grievances with members of the school community
- Atypical, unusual, or bizarre communications or behavior
- Significant changes in behavior
- Increased focus or fixation on aspects of violence, harm, or death
- Information about someone expressing thoughts, plans, or preparations for violence
- Concerns that someone may harm themselves
- Behavior that significantly disrupts the learning or working environment
- Behavior that seems troubling or disturbing
- Persons seeming isolated and alienated from others
- Anyone unknown to the school

Staff and parents/guardians can reinforce this guidance by discussing with students what a threat is, encouraging students not to make threats or "joking" statements in the first place, and reiterating that seeking help to prevent someone from getting hurt or hurting another by reporting threats is appropriate.

For further information regarding this topic, please contact the Building Principal.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

(See [board policies](#) 7:20 *Harassment of Students Prohibited* and 7:180 *Preventing Bullying, Intimidation and Harassment*.) Additional languages; [Hindi](#), [Telugu](#), and [Spanish](#).

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one

or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**Nondiscrimination
Coordinator:**
Lonny Lemon

Interim Superintendent
1700 O'Plaine Road
Green Oaks, IL 60048

Complaint Manager:

Jason Udstuen
Chief School Business Official
1700 O'Plaine Road
Green Oaks, IL 60048

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

(See [district policy](#) 7:20 *Harassment of Students Prohibited*)

Harassment Prohibited

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District.

Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with

authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

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

STUDENT USE OF ELECTRONIC DEVICES

The use of electronic devices and other technology at school is a privilege, not a right. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting); (4) not taking pictures or filming others without their consent.

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. Oak Grove will not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

Students in violation of appropriate electronic use are subject to disciplinary consequences.

There is no device usage during indoor recess. In case of inclement weather and students are supervised indoors, phones are not permitted to be used during this time. However, cell phones *are* permitted during outside morning arrival but must be turned off and placed in students' lockers upon entering the building before 8:20 am.

CHAPTER 7: SEARCH AND SEIZURE

SEARCH AND SEIZURE

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

“School authorities” includes school liaison police officers.

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

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

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

Students Searches

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student’s parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student’s parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

CHAPTER 8: EXTRACURRICULAR & ATHLETIC ACTIVITIES

(See [district policy 6:190 Extracurricular and Co-Curricular Activities](#).)

EXTRACURRICULAR & ATHLETIC ACTIVITIES CODE OF CONDUCT

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

There are many [extracurricular activities](#) offered at Oak Grove School. Students are welcome to try out for the activities they would like to participate in throughout the year. When a student becomes involved in an extracurricular activity, they are making a commitment. In most of the activities this means:

- (a) Attending practices.
- (b) Attending games or major events scheduled for the designated activity.
- (c) Being responsible for equipment, uniforms, and costumes needed for participation.
- (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 PHILOSOPHY

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.

Requirements for Participation in Athletic Activities

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

- 1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois Elementary School Association's "Pre-Participation Physical Examination Form."

2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Academic Eligibility

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain academic eligibility. Any student failing to meet academic requirements will be suspended from the sport or activity for until all academic requirements are met.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation unless given permission by their coach to be transported home by a parent or a guardian.

Illinois Elementary School Association Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct. Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;

6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to due process with school administration.

Modification of Athletic or Team Uniform

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

STUDENT ATHLETE CONCUSSIONS & HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

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

ATTENDANCE AT SCHOOL-SPONSORED DANCES

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's behavior expectations.

HONOR SOCIETY ELIGIBILITY AND MEMBERSHIP

The Honor Society at Oak Grove School is an organization that recognizes four pillars for eligibility among our seventh and eighth grade students: academic achievement, character, leadership, and service. Specific qualification criteria are required to be eligible for membership in the organization.

The eligibility criteria is as follows:

- **Academic:** Students must attain a 3.83 cumulative grade point average after the first two trimesters of their seventh grade year to qualify for Honor Society. Students may also be eligible to qualify after the first trimester of their eighth grade year, if a 3.83 cumulative grade point average is achieved at that time. If a student moves in during his or her eighth grade year, the student must show proof of membership of Honor Society at his or her previous school to qualify for membership at Oak Grove School.
- **Application Process:** Students who meet the academic eligibility criteria will be invited to submit an [application](#) detailing their academic, character, leadership, and service achievements. The students must be in good standing with Oak Grove and must be able to show evidence of service and leadership. Advisors will reach out to Oak Grove teachers for more information about the character of eligible students. Students will be required to submit two letters of recommendation from outside sources describing how they demonstrate the four pillars of Honor Society. Family members and Oak Grove staff members are not considered outside sources, and may not write letters of recommendation. Students will need to submit the application and letters of recommendation to the advisors by the deadline stated on the application. No late applications or letters of recommendation will be considered.

The advisors will use the above information to assist in selecting Honor Society members. Students will be notified in writing as to the outcome of their application for membership. If accepted, students must not only maintain the academic requirements, but also continue to uphold the other pillars of character, leadership, and service.

The membership expectations are as follows:

- **Academic:** Members must maintain a 3.83 cumulative grade point average to maintain eligibility. Advisors will check academics frequently, at least once during the trimester and at the end of each trimester.
- **Character:** Character is defined as honesty, courtesy, respect, positive peer relationships, cooperation, commitment, integrity, positive representation of Oak Grove, and sportsmanship. Consistent display of positive character is expected among all members of Honor Society, both in and out of school.
- **Leadership and Service:** Members will be expected to attend monthly Honor Society meetings and complete 15 hours of community service. At least 5 of those hours must be in direct service to Oak Grove School. Specific service hour qualification criteria will be shared with members upon admission to Honor Society. Members will be required to submit their service hours to the advisors on a regular basis.

Probation and Dismissal

Honor Society membership is both an honor and a commitment. Members are expected to positively represent Oak Grove in and out of school while upholding the pillars of Honor Society. Members are expected to maintain a high level of academic achievement. A member will be notified if he or she is put on probation with written documentation of the offense. Members on probation may not participate in any Honor Society activities, nor will they receive an Honor Society cord, until they return to good standing. Members who do not show improvement after probation are subject to dismissal from the organization.

Recognition

To recognize Honor Society members and their achievements, a graduation cord is awarded to members in good standing who meet the service requirements by the end of the eighth grade year. If an Honor Society member acquires 25 service hours or above, he or she will receive an additional cord to acknowledge this service to our school and community.

STUDENT COUNCIL

Our Oak Grove School community believes in democracy and practices democracy through its Student Council. Student Council is made up of student volunteers from grades 6-8. At the end of their seventh grade year, student council members may opt to run for an elected office. These offices are: President, Vice President, Treasurer, and Secretary.

As leaders, the OGS Student Council strives to serve our school and community. A few of the Student Council activities and programs include:

- Student volunteers to help with after school events
- Fundraisers
- Dances for junior high students

If junior high students choose to participate in Student Council, they will attend regular meetings and volunteer to help our school and community. As leaders in our building, Student Council members are expected to follow our school behavior expectations and maintain academic good standing. Students are provided all of this information during the first meeting of each year. Student Council members and parents are expected to sign a code of conduct.

CHAPTER 9: SPECIAL EDUCATION

(See [board policy 6:120 Education of Children with Disabilities](#).)

EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

For further information, please contact:

Angela Phillips
Director of Student Services
aphillips@ogschool.org

DISCIPLINE OF STUDENTS WITH DISABILITIES

At Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s Special Education rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone and supine restraint is prohibited.

EXEMPTION FROM PE REQUIREMENT

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

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

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-8, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

ACCESS TO CLASSROOM FOR SPECIAL EDUCATION OBSERVATION OR EVALUATION

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the building principal.

RELATED SERVICE LOGS

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will make related service logs available to parents/guardians at the student's annual review IEP meeting and at any other time upon request.

PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>. You may also contact Angela Phillips, Director of Student Services, for further assistance.

CHAPTER 10: STUDENT RECORDS & PRIVACY

(See [board policy 7:15 Student and Family Privacy Rights](#).)

STUDENT PRIVACY PROTECTIONS

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

STUDENT RECORDS

(See [board policy 7:340 Student Records](#).)

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building

principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District 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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian 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 or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:
 - Name
 - Address
 - Grade level
 - Birth date and place
 - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - Academic awards, degrees, and honors
 - Information in relation to school-sponsored activities, organizations, and athletics
 - Major field of study
 - Period of attendance in school
6. **Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.**
7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: U.S. Department of Education Student Privacy Policy Office 400 Maryland Avenue, SW Washington DC 20202-8520

CHAPTER 11: PARENTAL RIGHT NOTIFICATIONS

TEACHER QUALIFICATIONS

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

STANDARDIZED TESTING

(See [board policy](#) 6:340 *Student Testing and Assessment Program* for more information.)

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

1. Illinois Assessment of Readiness (IAR)
2. Illinois Science Assessment (ISA)
3. AimswebPlus
4. i-Ready
5. Kindergarten Individual Development Survey (KIDS)
6. English Language Proficiency Assessment (ACCESS)
7. Dynamic Learning Maps Alternate Assessment (DLM-AA)

Additional information regarding these assessments can be found at

<https://www.ogschool.org/staff/teaching-and-learning/assessment-information>

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

FAMILY LIFE AND SEX EDUCATION

Students will not be required to take or participate in any class or courses in comprehensive sex education, including instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

ENGLISH LEARNERS

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

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

MANDATED REPORTER

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

ANNUAL REPORT CARD

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

HOMELESS CHILD'S RIGHT TO EDUCATION

For information on supports and services available to homeless students, please contact Angela Phillips, director of student services.

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

- Educational organizations and schools
- Food bank and meal programs
- Local service organizations (Goodwill, Salvation Army, etc.)
- Family shelters
- Medical services
- Other support as needed

CHAPTER 12: ADDITIONAL USEFUL INFORMATION

ACCIDENTS AT SCHOOL

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

1. First aid is given as soon as possible.
2. Parents/Guardians are contacted.
3. In case parents/guardians cannot be reached, the emergency contact person listed in Powerschool will be notified.
4. Emergency medical services may be called with or without parent/guardian approval if school officials deem the injury serious. **It is very important that the family physician's name and phone number and parents' current work numbers be kept up to date with the school office.** 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. The student emergency contact information should be updated in PowerSchool at the time of registration.

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.

ARTIFICIAL INTELLIGENCE

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

BUILDING EVACUATION PLAN

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

EMERGENCY CLOSING OF SCHOOL

In case of a need to close school because of snowstorms or unforeseen reasons, notice will be issued on the *BrightArrow* emergency calling system and school website, as soon as the decision is made. In rare instances,

school may be closed before the end of a normal school day because of an emergency. Parents and their children should have a predetermined plan or arrangement for their children's early arrival home under such an emergency closing.

EMERGENCY CONTACT INFORMATION

It is important that the student emergency contact information in PowerSchool lists the current phone numbers of the parents' employers, child's doctor, and the names and phone numbers of persons to contact if the parents cannot be reached. At any point this information changes, please notify the school office.

AFTER SCHOOL

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

ATTENDING AFTER SCHOOL ACTIVITIES

All students are encouraged to attend and support our athletic teams. Students who do attend are expected to arrive at the start of the event, be chaperoned by a parent or trusted adult, remain in designated areas, and display proper sportsmanship.

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. Consequences may be issued if any of the before or after school rules are not followed.

BICYCLES/SKATEBOARDS

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

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

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

DIRECTORY INFORMATION

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

Examples include:

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

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
- 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

FORGOTTEN ITEMS

In the event that a student forgets an important item at home, it is up to the discretion of the grade level team as to whether the student will be allowed to call home and request that the item be brought to school. These calls, if allowed, need to be made from a school phone and students are not allowed to use their cell phones for these calls.

GRADUATION REQUIREMENTS

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

The district does not withhold a student's grades, transcripts, or diploma because of an unpaid balance on the student's account.

GRADUATION EVENTS

Students must be in good academic and behavior standing to participate in 8th grade celebratory activities.

GRADUATION SPEECH GUIDELINES

1. 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. Students selected must submit, in writing, the speech to be given at least 2 weeks prior to graduation.
4. The speech must be approved by the faculty delegate and building principal.
5. No changes, additions or deletions will be allowed once the speech has been approved. Speeches must not be derogatory, nor be construed to single out any one student, teacher, administrator or other staff member.

GYM LOCKS

Students in grades 6-8 will be given locks if requested. PE uniforms are optional.

HALLWAY LOCKERS

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

K-5 students are also expected to maintain an orderly locker and desk. Book bags should not be carried from class to class throughout the school day.

For students in grades 6-8, the school furnishes locks. Lost locks, however, are the responsibility of the student and a fine will be processed for the lock's replacement. Parents/guardians will be contacted in these instances. Non-school locks are not to be used for any reason. Students must be able to fit book carriers in their locker and they must not be left in the halls. The District is not responsible for lost or stolen items from a student's locker.

School administration are able to conduct reasonable searches of school lockers.

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.

PARKING LOT INFORMATION

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

Please park only in the designated parking spaces. If you are dropping your child off in the morning, or picking up your child at dismissal, please use the Car-Line process in the upper parking lot. There are three zones upon entering the Car-Line:

- Upon entering the lot, cars first approach the double-lane RED zone. ***No one should be getting into or out of cars in the RED zone.***
- Near the garbage dumpster and junior high gym, the YELLOW zone begins. At this point, all students being dropped off should be ready to unbuckle their seatbelts and have all of their belongings in hand. ***No one should be getting into or out of cars in the YELLOW zone.***
- Finally, once arriving in the GREEN zone, near the flagpole, when all cars have STOPPED, students may enter and exit their cars. The first cars in the GREEN zone should pull all the way forward, just past Door 18.
- All zones are double-lanes.
- During dismissal, the GREEN zone goes down to ONE-LANE and cars from the YELLOW zone need to take turns merging.
- During dismissal, the outside lane in the GREEN zone is for cars that have students securely in their seats and are ready to leave the parking lot.
- Remember to use your turn signals and to look in all directions before pulling out of a spot in line or out of a parking spot.

PARTIES

Celebrations may be held throughout the year. PTO room parents will monitor volunteers during the celebrations.

Grades K-4:	Halloween, Winter, and Valentine's Day
Grades 5-8:	Halloween Parade and Winter Break Send Off

The staff at Oak Grove no longer participate in the delivery of student invitations, goodie bags, and treats due to the distractions this often creates. We also recognize that in our diverse community families have different ways of celebrating special events. Unless there is an event in a classroom being sponsored by the PTO, please do not send anything to school that needs to be distributed to individuals or to the class of students.

PUBLICATIONS

Oak Grove School publishes the *Oak Grove News* weekly. It can also be accessed on our website at www.ogschool.org.

REGISTRATION

(See [board policy](#) 7:50 *School Admissions and Student Transfers To and From Non-District Schools*.) Registration procedures and forms are available through the school by contacting the registrar (draths@ogschool.org).

Additional information

Oak Grove will not refuse to enroll a student due to an inability to present permanent or temporary records from a previously attended school. However, we will contact previous schools attended in attempt to collect this information.

SCHOOL SCHEDULE

School begins at 8:20 AM and ends at 3:20 PM

PLEASE DO NOT DROP STUDENTS OFF PRIOR TO 7:45 AM.

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

SOCIAL EMOTIONAL LEARNING (SEL)

Our goal is to ensure that every member of our Oak Grove family feels supported, connected, heard and valued throughout the school year.

To support our SEL work, Oak Grove continues to use guidance from the Illinois State Board of Education and The Collaborative for Academic, Social and Emotional Learning or (CASEL). We base our SEL decisions around the following guiding principles:

- Cultivate and deepen relationships
- Provide opportunities for child and adult support
- Use a restorative practice mindset
- Create a safe and equitable environment
- Utilize data to continuously improve SEL practices and building support

While our policy on bullying is described further in this Handbook, we felt a mention of it here would be appropriate.

Through formal weekly lessons in each of our classrooms and informal lessons experienced in daily interactions with peers and adults, the Oak Grove staff commits to providing students with socialization opportunities that further support social emotional learning. Students will be encouraged to strengthen their social-emotional skills through opportunities that involve interaction, teamwork, and

leadership. The Oak Grove Administration and Board commit to prioritizing the mental health and well-being of our students by supporting the development of the whole child in our decisions and policies.

SUPPORT SERVICES

Oak Grove School provides support services in the following areas:

Special Education

Speech/Language

Social Work

Reading

Math

English Learners

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

In addition to 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.

Please contact [Alexa Dunn](#) (Director of Teaching and Learning) or [Angela Phillips](#) (Director of Student Services) for additional information.

TALENTED AND GIFTED PROGRAM (TAG):

According to Illinois School Code Section 14A-20: “Gifted and talented children” means children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with other children and youth of their age, experience, and environment. Oak Grove recognizes the state use of the terms gifted education and gifted students, and the existence of a population of our students who demonstrate actual or potential extraordinary talent. For information regarding gifted services, please visit the [website](#).

SCHOOL SUPPLIES

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

SMARTWATCHES

Students are allowed to wear smartwatches to school, as long as they do not become a distraction and are used appropriately. Rules for cell phone use apply to smartwatches as well.

STUDENT FUNDRAISING

Students must receive permission from the Administration prior to conducting any fundraising activities.

STUDENT SOLICITATION

(See [board policy 7:325 Student Fund-Raising Activities](#).)

Oak Grove School District advocates the philosophy that students should not be involved in door-to-door fundraising activities that are sponsored in part by out of district agencies.

OFFICE TELEPHONE USE

The office telephone is for school business. Students will not be called to the telephone during school hours. Students needing to call home during school hours should do so only with permission of their teacher.

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 technology devices and equipment, rental textbooks, and library books. The district does not withhold a student's grades, transcripts, or diploma because of an unpaid balance on the student's account.

If a student was required to change residency due to a military service obligation of the person with the legal custody of a student, he/she may, with a written request from legal custodian, maintain their residency as determined prior to the military obligation

TUTORING

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

WALKING RULES

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

YEARBOOK

A school yearbook is published and distributed for all students. The cost is included in the annual school fees. The yearbook is created at the end of each school year over the summer and the finished yearbooks are distributed at the beginning of the following school year.

LEGAL NOTIFICATIONS IN SELECTED BOARD POLICIES

[Link to Board Policies](#)

Student Services

- 4:110 Transportation Policies
- 4:130 Free and Reduced-Price Food Services – (form is available on our website)
- 4:140 Waiver of Student Fees Based on Family Income
- 6:160 English Language Learners Classes
- 6:120 Education of Children with Disabilities
- 7:15 Surveys that Request Personal Information from Students
- 7:50 Birth Certificate Requirements
- 7:270 Administration of Medication to Students

Student Programs

- 6:60 Notice of Instruction in Recognizing and Avoiding Sexual Abuse
- 6:120 Provision of Free Appropriate Education to Students with Disabilities
Identification, Assessment and Provision of Special Education Services

Student Responsibilities

- 7:60 All Students Must Live in District - Residence
- 7:70 Attendance and Truancy
- 7:140 Right to Search Lockers and Grounds - Search and Seizure
- 7:160 Student Appearance
- 7:180 Preventing Bullying, Intimidation and Harassment
- 7:190 Student Discipline – Including Weapons, Gang Activity and Controlled Substances
- 7:200 Suspension
- 7:210 Expulsion
- 7:220 Bus Conduct Policies
- 7:230 Misconduct of Students with Disabilities
- 7:240 Conduct Code for Extracurricular Activities

Student Rights

- 2:260 To Raise Complaints Regarding Discrimination and Sexual Harassment - Uniform Grievance Procedure
- 4:160 Notice to Parents Regarding Pesticide Applications – Environmental Quality of Buildings and Grounds
- 4:170 Sex Offender Communication
- 5:190 Requesting Teachers Qualifications
- 6:140 Education of Homeless Children
- 7:10 Discrimination, Sex Equity - Equal Educational Opportunities
- 7:15 Rights under the Children's Privacy Protection and Parental Empowerment Act
- 7:20 Harassment of Students Prohibited
- 7:340 Rights under the IL School Student Records Act and the Family Educational Rights and Privacy Act and Disclosure of Directory Information
- 8:70 Accommodating Individual with Disabilities

General Information

- 4:160 Pesticide Applications
- 4:170 Safety