

Oakdale Grade School Student Handbook



2018-2019

2018-2019 OAKDALE GRADE SCHOOL PERSONNEL

ADMINISTRATION:

Charles Peterson.....Superintendent
Jayme Schoenherr.....Bookkeeper/Secretary
Breanne Harre.....Treasurer

FACULTY:

Kim Fairbanks.....Kindergarten
Lauren Kolweier.....First & Second
Crystal Vahlkamp.....Third & Fourth
Lauren Elliott.....Fifth & Sixth
Britney Thomas.....Seventh & Eighth
Allison Moran.....Music/Computers
Mary Cotton.....Special Education / Resource Teacher
Jaime Blair.....Individual Aide
Janine Moore.....Individual Aide

FOOD SERVICE:

Crystal Diecker.....Cook

CUSTODIANS:

Jayme Schoenherr/Crystal Diecker.....Custodians

BOARD OF EDUCATION:

Jeff Bergmann.....President
Mark Snead.....Vice-President
Kristy Geppert.....Secretary
Zachary Vahlkamp.....Member
Greg Alfeldt.....Member
Samantha Harre.....Member
Tabatha Goforth.....Member

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CHAIN OF COMMAND

Chain of Command – This handbook is to be used as a guide. Not every situation can be covered. Differences will occur and will be handled on an individual basis. However, please follow the chain of command by first talking to the teacher before talking to the administration or members of the Board of Education.

1st Contact for resolution – Teacher

2nd Contact if problem is not resolved – Superintendent/Principal

If the Superintendent is unable to resolve the issue you may request to be put on the next Board of Education agenda.

ATTENDANCE

All students are expected to attend school whenever possible. Good school attendance usually leads to improved classroom performance. State aid is directly linked to a school's average daily attendance. Students with prolonged illness or other medical problems should consult a physician or other medical practitioner. The following rules will govern school attendance and absences from school.

1. Parent should call the school daily to report any absences. A written excuse from a physician or other medical practitioner will be required after a student returns from an absence of an excess of three or more consecutive days. Absences without a written excuse will be considered unexcused. A written excuse will also be required when a student misses his/her 5th day in a one month period or when a pattern of unexcused absences is identified.
2. Students with unexcused absences exceeding 10% or more of these school days in a given year shall be reported to the regional truant officer.
3. Extended absences including chicken pox shall be reviewed by the superintendent to identify causes other than medical problems. In such cases, the superintendent will allow an excused absence or on a case-by-case basis.
4. An excused absence is one due to an illness of the student, serious illness to immediate family, death in the immediate family, or an excuse acceptable to the administration.
5. Examples of unexcused absences are skipping school, missing the bus, oversleeping, or failing to notify the school if an absence (by note or telephone). A day missed from school will be a day lost and no credit will be given for unexcused absences. Parents generally should not pick up student prior to the end of a school day except for a doctor or dental appointment.
6. Parents will be required to sign their children in when students arrive after 8:15 am. Also, parents will be required to sign their child out and give a reason why their child is leaving early. If there is no reason for being late, or for leaving early, the absence will be counted as unexcused.
7. Parents/guardians are discouraged from taking their children on vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning and create academic problems. If a parent decides to take a child on vacation, the superintendent should be notified prior to student's absence no less than one week advance notice. The superintendent will not approve frequent, lengthy vacations. Teachers will not be required to provide homework assignments in advance of a vacation. The student will have one day to make up each day of an approved vacation. Please complete "Vacation Request Form".

NOTIFICATION OF ABSENCE

Parents are required to call the school by 8:30 a.m. to report an absence. The school will make a reasonable effort to contact the parents of an absent student if the parents do not call the school by 8:30 a.m. School personnel will use the telephone numbers listed on the emergency form unless the parent instructs them otherwise.

WORK MISSED WHILE ABSENT

It is the responsibility of the student to obtain all make-up work. Parents may call the office and make arrangements to pick up the student's textbooks and missed assignments. **Assignments will not be available for pick up until after the end of the school day.** Students will be given one day to complete assignments per day missed. Students not making up work within the allotted timeframe will receive a zero on those assignments.

ATTENDANCE AT CHRISTMAS, SPRING SOCIAL PROGRAMS & OTHER EVENTS

Attendance at the Christmas and Spring Social programs is required for all students in grade 5 – 8 who are in the band or chorus program unless a valid excuse by a parent is given to the music teacher and/or room teacher prior to the event. Students in grades K-4 must be accompanied by an adult to attend all events unless prior arrangements are made.

ARRIVAL AND DEPARTURE TIMES

School starts at 8:15 a.m. and ends at 2:55 p.m. Students are not to arrive at school before 8 a.m. in the morning and must be picked up by 3 p.m. in the afternoon. There is no guarantee that the building will always be open before and after school. **PARENTS SHOULD WRITE A NOTE IN CASES WHEN STUDENTS' TRANSPORTATION ARRANGEMENTS NEED TO BE CHANGED. IN RARE INSTANCES, WHEN A LAST MINUTE TRANSPORTATION CHANGE IS NECESSARY, PARENTS SHOULD CALL THE SCHOOL PRIOR TO 12:30 P.M.**

SCHOOL VISITORS

All school visitors are required to check in at the office prior to a visit.

Those entering the school property in a vehicle should enter on the east drive entrance and exit by the west drive exit. **VEHICLES SHOULD NOT PASS** parked busses in the morning or at dismissal time.

PARENTAL RESPONSIBILITIES

Parents are expected to pick up their children at dismissal time. They are also responsible for transporting their children to and from school events. Parents should review the weekly newsletter to check for early dismissals. Parents are to inform the school in writing if there are changes in their children's transportation arrangements. All doors will be locked after 8:15am. If you will be picking your child up for an appointment, please call the school or write a note so that we know when you will be arriving so that we can let you in the building or have your child ready to leave.

ITEMS TO LEAVE AT HOME

1. Chewing gum
2. Electronic Devices (iPod, gaming devices, and others)
3. Valuable items and large amounts of money
4. Lighters and matches
5. Tobacco, tobacco products and alcoholic products
6. Fireworks
7. Knives or other weapons
8. Toys except when they are required as part of classroom assignments
9. Personal sporting equipment except when requested by a teacher or coach
10. Trading Cards

CELL PHONES

1. If a student has a phone with them while at school it must be turned off and left in their locker.

2. If a student is caught with a cell phone it will be taken and given to the administrator. The parent/guardian will be required to come to school and get the cell phone. Discipline will be given to the student that will follow the student discipline plan.
3. The only time a phone can be out is if it is for transportation needs after extracurricular event or practice.

STUDENT/PARENT RESPONSIBILITIES

There are certain responsibilities required of a student:

1. To follow rules and regulations established by the Board of Education and implemented by the school administrator, faculty and staff.
2. To respect the rights and individuality of other students and school personnel.
3. To refrain from libel, slanderous remarks and obscenity in verbal or written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, safety and good taste. Students who violate the grooming rule may be sent home.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the education process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by the school administrator, teachers, and staff in maintaining discipline in the school and school sponsored activities.

CLOTHING AND APPEARANCE

Students dress shall be modest and appropriate for a school setting in school and school functions. The administration and faculty reserve the privilege of determining whether students' dress is disruptive to the educational process or detrimental to the student's health and safety. Parents will be contacted in cases of dress code violations. Parents will be required to bring a proper clothing change to the student and appropriate disciplinary actions will take place:

1. No vulgar or suggestive writing or pictures on T-shirts or other clothing. (This includes alcohol and tobacco products.)
2. All students should keep the torso of the body covered. Tank tops are permitted with a 2 inch strap and with no undergarments showing. No student shall wear halter-tops, spaghetti straps, or basketball jerseys that are similar to tank tops. Shirts should be buttoned at all times.
3. The students must be clothed from the top of the shoulders to the mid-thigh area (or Longer) with no under garments showing and no holes in the clothing covering this area.
4. Shorts, skirts and skorts should be of sufficient length that the lower cuff is to mid thigh or lower when the student is in a standing position.
5. Students must wear tennis shoes on the playground and in the gym.
6. Each student must bring an old sweatshirt, sweater, or jacket to school that can be kept in their locker for emergency purposes.
7. Shoes with wheels on them are not allowed to be worn while at school.
8. No leggings or yoga pants are to be worn unless covered by a skirt for students in 3rd-8th.
9. Hats are not to be worn to school unless prior approval is given or unless there is a special day.
10. No flip flops or slides are allowed to be worn to school.

DISCIPLINARY PHILOSOPHY

Students are expected to treat other students, staff, teachers, and adults with respect. Acting in a respectful and courteous manner promotes good citizenship and is expected of all students.

STUDENT DISCIPLINE

The Oakdale School Board of Education reserves the right to review any and all discipline action taken and take further action to provide a positive learning experience.

I. Classroom Assertive Discipline Plan for Kindergarten through the 8th Grade. Each teacher will have his/her own rules and expectations to follow. These rules and expectations will be explained and handed out at the beginning of the school year. Consequences for breaking the rules will be based on the student disciplinary policy. Consequences will be explained and will be age appropriate.

II. School Wide Behavior Plan

This section contains information about behavioral expectations and the discipline procedures followed for a student's behavioral choices at Oakdale Grade School District.

Student Discipline Policy

GENERAL GUIDELINES FOR DISCIPLINE

Students enrolled in Oakdale Grade School are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others, that will damage or will impede the orderly conduct of the school program, either during the scope of the school day or during school sponsored activities.

Students in grades 3 – 8 will follow the following discipline order:

3 lunch detentions = 1 after school detention

3 after school detentions = 1 Saturday detention

1st lunch detention referral = lunch detention and loss of lunch recess

2nd lunch detention referral = lunch detention and loss of lunch recess

3rd lunch detention referral = lunch detention, loss of lunch recess, and an after school detention

4th lunch detention referral = lunch detention, loss of lunch recess, and an after school detention

5th lunch detention referral = lunch detention, loss of lunch recess, and an after school detention

6th lunch detention referral = lunch detention, loss of lunch recess, and a Saturday detention

Any further lunch detention referrals = Consequence will be determined by the Superintendent

The count starts over every quarter.

Students in grade K- 2 will follow the following discipline order:

3 “Yellow” warnings = lunch detention and 15 minutes of recess time

1 Red = lunch detention and 15 minutes of recess time

3 “No Homework” warnings = lunch detention and 15 minutes of recess time

1st lunch detention referral = lunch detention and 15 minutes of recess time

2nd lunch detention referral = lunch detention and 15 minutes of recess time

3rd lunch detention referral = lunch detention, 15 minutes of recess time, and an after school detention

4th lunch detention referral = lunch detention, 30 minutes of recess time, and an after school detention

5th lunch detention referral = lunch detention, 30 minutes of recess time, and an after school detention

6th lunch detention referral = lunch detention, 30 minutes of recess time, and a Saturday detention

Any further lunch detention referrals = Consequence will be determined by the Superintendent

*Homework and Behavior warnings before a lunch detention are issued are separate but the detentions are cumulative for homework and behavior throughout the month.

The count starts over every month.

Following are the offenses which are prohibited by the Oakdale Grade School Code of Conduct and the disciplinary actions and procedures used in dealing with those offenses.

K – 8 Minor Offenses K – 2 nd = Yellow	K – 8 Major Offenses K – 2 nd = Red
<ul style="list-style-type: none"> • Disruption • Defiance • Property misuse • Dress code • Mild physical contact • Lying • Littering • Not completing homework • Not accepting “no” for an answer • Disagreeing inappropriately • Not following instructions • Incorrect attention seeking • Inappropriate language • Not staying on task • Not working with others • Other 	<ul style="list-style-type: none"> • Fighting, Hitting, Biting, Kicking, Spitting • Boisterous conduct • Disrespect and insubordination repeatedly • Cheating • Bullying • Damaging property • Obscene acts or gestures • Possessing weapon • Possessing controlled substance • Theft • Possessing stolen property • Possessing imitation firearm • Sexual assault • Sexting • Sexual Harassment • Hate violence • Cyber bullying • Using or possessing an electronic device • Violating any criminal law • Chronic minor offenses • Inappropriate language (profanity or calling a staff member a name) • Other

Month of Detention: _____

Detention #: _____

Kindergarten – 2nd Grade
OGS – Lunch Detention Referral

Dear Parents/Guardians:

_____ was assigned a lunch detention, on _____.

Your child was assigned this detention for the following reason(s) that violated the Student Discipline Policy,

Your child's detention was/will be served on the following date _____.

Thank You for your assistance:

Assigning Faculty Signature _____ **Date** _____

Please contact the school office at 329-5292 if you have any questions or problems concerning this detention.

PLEASE SIGN AND RETURN THIS NOTICE TO VERIFY THAT YOU HAVE RECEIVED THIS NOTICE AND THAT YOU ARE AWARE OF YOUR CHILD'S ASSIGNMENT TO LUNCH DETENTION.

Parent's Signature _____ **Date** _____ **RETURN TO SCHOOL**

Detention #: _____

3rd – 8th Grade

OGS – Lunch Detention Referral

Dear Parents/Guardians:

_____ was assigned a lunch detention, on _____.

Your child was assigned this detention for the following reason(s) that violated the Student Discipline Policy,

Your child’s detention was/will be served on the following date _____.

Thank You for your assistance:

Assigning Faculty Signature _____ **Date** _____

Please contact the school office at 329-5292 if you have any questions or problems concerning this detention.

PLEASE SIGN AND RETURN THIS NOTICE TO VERIFY THAT YOU HAVE RECEIVED THIS NOTICE AND THAT YOU ARE AWARE OF YOUR CHILD’S ASSIGNMENT TO LUNCH DETENTION.

Parent’s Signature _____ **Date** _____ (PLEASE RETURN TO SCHOOL)

Student: _____

Date of Incident: _____

Location	Problem Behavior
<p>*Check all that apply</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cafeteria <input type="checkbox"/> Classroom <input type="checkbox"/> Gym <input type="checkbox"/> Hallway <input type="checkbox"/> Playground <input type="checkbox"/> Restroom <input type="checkbox"/> OT <input type="checkbox"/> PT <input type="checkbox"/> Speech <input type="checkbox"/> Resource Room <input type="checkbox"/> Computer Lab <input type="checkbox"/> Music/Chorus <input type="checkbox"/> Band <input type="checkbox"/> Bus <input type="checkbox"/> Other: _____ 	<p>*Check all that apply</p> <ul style="list-style-type: none"> <input type="checkbox"/> 3 Lunch Detentions <input type="checkbox"/> Fighting, Hitting, Biting, Spitting, Kicking, etc <input type="checkbox"/> Boisterous Conduct <input type="checkbox"/> Disrespect and insubordination repeatedly <input type="checkbox"/> Cheating <input type="checkbox"/> Bullying <input type="checkbox"/> Damaging Property <input type="checkbox"/> Obscene act or gesture <input type="checkbox"/> Possessing weapon <input type="checkbox"/> Possessing controlled substance <input type="checkbox"/> Theft <input type="checkbox"/> Possessing stolen property <input type="checkbox"/> Possession of imitation firearm <input type="checkbox"/> Sexual assault <input type="checkbox"/> Sexting <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Hate Violence <input type="checkbox"/> Cyber bullying <input type="checkbox"/> Using or possessing an electronic device <input type="checkbox"/> Violating any criminal law <input type="checkbox"/> Chronic minor offenses <input type="checkbox"/> Inappropriate language (profanity or calling a staff member a name) <input type="checkbox"/> Other: _____

Last Parent Contact: ___/___/___

Type of communication:

- Note Home
- Phone Call
- Text Message
- Email
- Conference

Removal/Penalty (mark all that apply)

- Removed Privilege
- Restricted Activity
- Assigned After-School Detention ___/___/___
- Contacted Parent/Guardian

Administrator's Signature _____ Date ___/___/___

Parent's Signature _____ Date ___/___/___ (PLEASE RETURN TO SCHOOL)

Student: _____

Date of Incident: _____

Location	Problem Behavior
<p>*Check all that apply</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cafeteria <input type="checkbox"/> Classroom <input type="checkbox"/> Gym <input type="checkbox"/> Hallway <input type="checkbox"/> Playground <input type="checkbox"/> Restroom <input type="checkbox"/> OT <input type="checkbox"/> PT <input type="checkbox"/> Speech <input type="checkbox"/> Resource Room <input type="checkbox"/> Computer Lab <input type="checkbox"/> Music/Chorus <input type="checkbox"/> Band <input type="checkbox"/> Bus <input type="checkbox"/> Other: _____ 	<p>*Check all that apply</p> <ul style="list-style-type: none"> <input type="checkbox"/> 3 After School Detentions <input type="checkbox"/> Fighting, Hitting, Biting, Spitting, Kicking, etc <input type="checkbox"/> Boisterous Conduct <input type="checkbox"/> Disrespect and insubordination repeatedly <input type="checkbox"/> Cheating <input type="checkbox"/> Bullying <input type="checkbox"/> Damaging Property <input type="checkbox"/> Obscene act or gesture <input type="checkbox"/> Possessing weapon <input type="checkbox"/> Possessing controlled substance <input type="checkbox"/> Theft <input type="checkbox"/> Possessing stolen property <input type="checkbox"/> Possession of imitation firearm <input type="checkbox"/> Sexual assault <input type="checkbox"/> Sexting <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Hate Violence <input type="checkbox"/> Cyber bullying <input type="checkbox"/> Using or possessing an electronic device <input type="checkbox"/> Violating any criminal law <input type="checkbox"/> Chronic minor offenses <input type="checkbox"/> Inappropriate language (profanity or calling a staff member a name) <input type="checkbox"/> Other: _____

Last Parent Contact: ___/___/___

Type of communication:

- Note Home
- Phone Call
- Text Message
- Email
- Conference

Removal/Penalty (mark all that apply)

- Removed Privilege
- Restricted Activity
- Assigned Saturday School Detention ___/___/___
- Contacted Parent/Guardian

Administrator's Signature _____ Date ___/___/___

Parent's Signature _____ Date ___/___/___ (PLEASE RETURN TO SCHOOL)

III. Serious Rule Violations

A. More serious violations can result in an in-school suspension, out of school suspension, or expulsion from school. In school suspensions will consist of student placement in a designated room with appropriate space and supervision for a period to be determined by the administration. In school suspension will result in a loss for one-half of the student's grade for the period of suspension. The seriousness and length of an individual suspension will be at the discretion of the superintendent.

B. Out of School Suspension- Out of school suspension can be given to students for a period of nine (9) days. The length of an out of school suspension will be at the discretion of the superintendent, depending on the nature of the rule infraction. Students will not be given credit for work assigned during an out of school suspension. Local law enforcement authorities will be contacted in cases involving the possession of illegal drugs and weapons.

C. Expulsion - The Board of Education may remove a student from school for periods in excess of 10 days up to 2 years for incidents of gross disobedience or misconduct, violations resulting in expulsion includes:

- a. Using, possessing, distributing, purchasing or selling explosives, firearms, knives, or any other objects, that can be considered a weapon.
- b. Physically assaulting another student, visitor or staff member.

IV. Recess/Playground/Gym Rules

- a. Students should not bite, spit, punch or kick.
- b. Students should inform duty personnel if ball leaves playground area.
- c. Students should ask for permission to leave the playground.
- d. Students should not take pencils, scissors, or other sharp object, etc. to play area.
- e. Students must not throw objects from the ground.
- f. Students should not double up on swings or jump from swings while swinging.
- g. Students should not stand up in a swing or swing excessively high.
- h. Students must use slide seated and feet first and the slide must be used one student at a time. (i.e. person must clear bottom before another starts.)
- i. The only climbing that will be allowed will be on playground equipment specifically designed for climbing. Do not climb on the fences.
- j. Students should use bleachers for sitting purpose only.
- k. Students must ask permission to leave the gym.
- l. All activities shall cease after the bell rings
- m. No students are allowed on stage without permission.
- n. K-4 and 5-8 will be separated on the playground when all grades are present
- o. K-4 will be the only students allowed to play on the playground equipment, and 5-8 will be only allowed to swing on the south swings
- p. Only take out the equipment that you will be playing with, and if you take it out then you should take it in.
- q. If a student is not swinging on the swings then they need to be away from the swings.
- r. The benches are used for sitting, no lying on the benches or anywhere else.
- s. Stay away from the bike area.
- t. Use common sense and good judgment while playing. The supervisor on duty has final authority over behavior.
- u. Students are not allowed to touch the trees, leaves, or use sticks/branches as weapons.

** The staff or administration reserves the right to make changes to these rules throughout the year.

For consequences of these rules please refer to the school wide discipline plan.

V. PE

PE classes are required by the state. If a student is unable to participate in PE due to an injury or illness, parents should provide a note from a doctor stating the length of time the student will be out of PE as well as the date that the student can return to PE. Students must wear a pair of tennis shoes with non-marking soles that can be kept in their locker. The shoes will be used when recess or PE classes occur in the gym.

VI. Notification

Parents will be notified of all disciplinary actions as soon as possible.

VII. Corporal Punishment

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, the intentional infliction of bodily harm. Certified personnel are permitted to use, reasonable force as needed to maintain safety for everyone in the school.

VIII. BUS SUSPENSION

The Superintendent is authorized to suspend students from school or from riding the bus to and from school as provided in Section 10-22.6 of the School Code.

SEXUAL HARASSMENT

I. THE POLICY

A. It is the policy of Oakdale Community Consolidated District #1 to maintain a learning and working environment that is free from sexual harassment.

B. It shall be a violation of this policy for any student or employee of Oakdale Community Consolidated District to harass another student or employee through conduct or communications of sexual nature as defined in Section II.

C. Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when;

2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual when:

3. Such conduct has the purpose or effect of substantially interfering with an individual/s academic or professional performance or creating an intimidating, hostile, or offensive educational or employment environment.

D. Sexual harassment, as set forth in Section I-C, may include but is not limited to the following:

1. Verbal harassment or abuse

2. Pressure for sexual activity

3. Repeated remarks to a person, with sexual or demeaning implications

4. Unwanted touching

5. Suggesting or demanding sexual involvement accompanied by implicated or explicit threats concerning one's grades, job, etc.

II. PROCEDURES

A. Any person who alleges sexual harassment by any student or staff member in the school may complain directly to the Superintendent. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's grades, work assignments, future employment, or status.

B. The right to confidentiality, both of the complainant and of accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct occurred.

III. SANCTIONS

A. A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action, including discharge.

B. A substantiated charge against a student in the school district shall subject that student to student disciplinary action including suspension or expulsion, consistent with the student discipline code.

Nondiscrimination Coordinator:

Name Charles Peterson
Address 280 East Main Street,
Oakdale, IL 62268
Telephone # 1-618-329-5292

Jeff Bergmann
3803 County Highway 21,
Oakdale, IL 62268
1-618-329-5302

BULLYING – VERBAL, PHYSICAL, OR CYBER

Bullying will not be tolerated at Oakdale Grade School. Bullying is using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, coercion, threats, intimidation, fear or other comparable behavior. Disciplinary action will be taken against any student who has demonstrated bullying behavior as according to the behavior plan when this occurs during school hours or school related events.

EXTORTION AND BLACKMAIL

Threatening other students or extorting money from them is prohibited. Students who are victims of such acts are asked to report to staff so that definite action will be taken to stop such behavior.

EMERGENCY SCHOOL CLOSINGS

In case of emergency school closing (full day or early dismissal), the official announcement may be heard on KMOX (1120AM), KSDK-TV (Channel 5), KMOV-TV (Channel 4), Fox 2 and KPLR 11 WNSV 104.7 (Nashville) and our One Call Phone System.

EMERGENCY CARD

Each student should have an emergency card on file in the office. It is important that emergency cards are returned immediately after they have been completed.

ADDRESS OR TELEPHONE CHANGES

Any change in a student's name, address, or telephone number should be reported to the office immediately.

CHANGES IN SCHEDULES OR EMERGENCY SITUATIONS

The One Call Phone System will be used in these instances. Please provide the school with an up to date phone number so the school can reach you.

TELEPHONE

Students will not be allowed to call home unless there is an emergency. Students are expected to bring assignments, books, band instruments, uniforms, and other school supplies with them to school. The office will determine when there is an emergency prior to allowing a phone call home. Students will not be allowed to use the phone unless permission is given by a faculty member.

CARE OF SCHOOL PROPERTY

Disrespect for school property, whether it is a book, furniture, fixtures, or the building, will be dealt with appropriately. Playground equipment used at recess time should be returned to the school building. Full restitution will be expected if items are lost or broken.

CARE OF BOOKS/RESTITUTION

Students are responsible for all books loaned or rented to them. Textbooks should have the student's name on the place provided inside the front cover. Students are responsible for lost books or damaged books. The fine will be determined according to the condition of the book as assessed by the teacher and Superintendent.

NEWSLETTER

Newsletters will be posted weekly on the school website, www.oakdalegs.org. If you don't have internet access at home, a paper copy of the newsletter may be sent home with the student. Please contact the school to make other arrangements.

PARTY INVITATIONS / PERSONAL INTEREST LETTERS

Invitations to birthday parties and other personal events may be handed out at school. If invitations are going to be handed out at school, each child in the class must get an invitation.

PRESENTS AND GIFTS

Deliveries of gifts for students at school will not be allowed. Local florist will be instructed not to deliver these to the school.

FIELD TRIPS

Field trips will be educational in nature. Parent chaperones for field trips are based on need. Parent chaperones are expected to adhere to all school rules including the ban on smoking as outlined in the state law and the school dress code policy. Parent chaperones are requested to leave younger siblings at home. Field trips are a privilege. The school has the right to revoke the right to attend these field trips due to behavior concerns.

CAFETERIA

Breakfasts and lunches are served daily in the school cafeteria. Meals are planned to meet the nutritional standards established by the State of Illinois and the USDA.

Students may bring their meals from home or purchase them at school. In either case, the meals are to be eaten in the cafeteria. Milk will be available for purchase to those who bring their meals. Students will remain seated until the lunchroom supervisor dismisses them. Anything left on their tray should be placed in the garbage cans, and the tray should be turned in at the scullery window.

Lunch Time Rules

1. Do not run, push, or shove to get in line.
2. Do not cut in line or save a place for someone else.
3. Talk quietly; do not yell at someone across the cafeteria.
4. Leave the table as clean as you found it.

5. Pick up or clean up spilled food.
6. Put your trash in the proper container.
7. Use good table manners.
8. No sharing food.
9. No throwing food.
10. Remain in the same seat the entire lunch period.
11. If you child brings their lunch to school, they may not bring soda to drink with their lunch. If students eat a school lunch, they may not bring food or drinks from home.

BREAKFAST

School Breakfasts will not be served after 8:08 a.m. so classes can start promptly at 8:15 a.m. Breakfast may be extended if the buses are late.

COST OF MEALS

Breakfast \$1.50

Lunch (Students) \$2.20

(Adults) \$2.60

Milk or Juice \$0.45

Failure to pay lunch bills in a timely manner (any bill exceeding \$50.00 per family) will result in your child not being able to participate in extracurricular activities or field trips.

KINDERGARTEN MILK FEE

\$39.60 per semester / \$79.20 per year

Kindergarten students will be allowed to receive milk at their designated milk break when the milk fee is paid in full per semester or per year.

TEXTBOOK FEE

Kindergarten through 8th grade textbook fee is:

\$ 50.00

BUS TRANSPORTATION

Bus transportation will be provided for all students who live 1 1/2 miles or more from school and those living less than 1 1/2 miles if walking to school constitutes a serious hazard to pupil safety due to vehicular traffic as defined in Public Law 81-762. Transportation will also be provided for students who attend special education classes in another district.

BUS CONDUCT

All students are entitled to safe transportation to and from school. Oakdale Grade School buses will be equipped with security cameras. The following rules and consequences will be enforced based on the driver's report or film recorded on security cameras:

1. All students riding the bus are subject to the control of the bus driver and to any adult sponsor accompanying a group of students.
2. The student is expected to be at the designated pick-up point on time. Because of weather and traffic conditions, the bus will not be able to arrive at exactly the same time every morning.
3. Students must be seated before the bus will be put in operation and must remain seated during its operation. At no time shall a student extend their head or arm outside a bus window.
4. No loud talking, yelling, or whistling on the bus.
5. Fighting, kicking, hitting or other forms of violence or physical abuse will result in an automatic consequence.
6. Foul, abusive or profane language will not be permitted.

7. Silence must be maintained while the bus is stopped at railroad crossings.
8. Students are to enter and leave the bus by the front door.
9. A driver or teacher must be present before students are permitted to enter the bus.
10. Students are to stay off the road at all times while waiting for the bus.
11. Students are to remain in the bus when there is a road emergency until the driver gives instructions.
12. Everyone should make an effort to keep the buses neat and clean. Paper should be thrown away in a trash can on the bus.
13. Shoes with spikes or cleats will not be worn on the bus. After an athletic event or field trip, mud should be removed from your shoes before entering the bus.
14. Eating or drinking is not permitted on the bus.
15. Never tamper with the bus or any of its parts.
16. No animals on the bus.
17. Students are to keep books, packages, coats and all other objects out of the aisle.
18. Students are to be courteous to other people and the bus driver.
19. Students are not to ask the bus driver to stop at any place except at their own bus stop. The driver is not allowed to do this except when the school superintendent gives his/her permission or the student has a note from his/her parents/guardian that needs to be approved by school personnel.
20. Students are to obey safety rules when getting off the bus. When crossing the highway, walk to a spot at least ten feet in front of the bus on the right shoulder of the highway and wait until the bus driver signals a safe crossing.
21. Students shall not distract the bus driver.
22. Students should not use any electronic devices on the bus.

Violation of the rules of conduct listed above may result in a Transportation Disciplinary Report being filed by the bus driver.

- a. First and second offense will result in a note of warning being sent to parents. A conference involving the student, parents and superintendent will be held.
- b. Third and subsequent offenses will result in a lunch time detention.
- c. An extreme offense may result in loss of bus privileges for the remainder of the year.

SCHOOL BUS EMERGENCY DRILLS

Emergency Exit Drills will be conducted at least once a year. These drills will be conducted at the school under the supervision of the bus drivers and the superintendent. All pupils will participate whether they ride on a regular basis or not.

BICYCLES

Students riding their bicycles to school must abide by the following rules:

1. Bicycles must be placed in the bicycle racks immediately upon arriving at school.
2. Students are not permitted to linger around the bicycle racks.
3. During school hours there is no bicycle riding on school property, including sidewalks.
4. Abide by all State bicycle safety rules while riding to and from school.

FOUR-WHEELERS / MOTORIZED VEHICLES

Students are not allowed to ride four-wheelers (ATV's), or any other motorized vehicle to school.

LOST AND FOUND

Possessions should be marked clearly. All "found" articles should be turned in to the office.

ANIMALS AND PETS

Students are not allowed to bring any type of animals to school without permission from both the teacher and parent.

ILLNESS AND MEDICATION

The office will contact the parents or designated emergency number in case of an illness at school. Students who do not have a fever or other symptoms will be expected to stay at school.

Medication will not be dispensed without a written request from the parents. All medication dispensed shall be brought to the office where medication will be secured. Dispensation of medication will be governed by the following rules:

1. Prescription Medication should be brought to the office with a signed parental request for dispensation. Time and dosage of prescription medication should be included in the parental request or outlined in signed request from a certified physician. Medication will be given to the student for self-administration according to instruction from parents or the physicians.
2. Long term administration of prescription medication at school should be discussed with the superintendent. The school office will dispense medication on a long-term basis subject to a signed request by the parent and a physician's written request. The physician should include amount of dosage, dosage time, and any other pertinent information on the request form. The medication will be given to the student for self-administration.

IMMUNIZATIONS, PHYSICAL EXAMINATIONS, AND DENTAL EXAMINATIONS

All children entering kindergarten or first grade for the first year of school attendance, or sixth grade shall be required to have a complete health examination, with up-to-date immunizations, prior to entering school on the first day of attendance as specified by the School code of Illinois. Students not having a completed health examination, or not fully immunized according to the Illinois Department of Public Health standards, will be excluded from school until such needs are satisfied. Proof of a dental exam must be on file by May 15th for every kindergarten, second grade and sixth grade student. Proof of an eye exam must be on file by October 15th for all kindergarten students. Failure to do so could result in the holding of the student's report card. Students transferring into District 1 after the beginning of the school year, who do not have a completed physical on file or are not fully immunized, will be allotted 30 days to meet the requirements.

SPORTS PHYSICAL

Students wishing to participate in sports at Oakdale School must provide the school with documentation of a physical examination by a licensed physician stating the level of physical fitness prior to the student's participation in any sport. This documentation may be in conjunction with any other physical required by the school. No sports physicals may be given by chiropractors.

REPORT CARDS

Report cards will be sent home the Friday following the end of the quarter.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences will be scheduled at the end of the first grading period. It should be emphasized that every parent is encouraged to attend, regardless of the student achievement. The parents, teacher or administration may request additional conferences as the need arises.

HONOR ROLL

An Honor Roll for all students in grades 5-8 consisting of two divisions will be prepared and published at the end of each grading period.

High Honors 3.75 – 4.00

Honors 3.5 – 3.74

The seven academic subjects: (English, Math, Reading or Literature, Spelling, Science, Social Studies and Health) will be used in figuring the average.

Each year a valedictorian and salutatorian will be honored at graduation. These awards will be given to graduates in good standing with the highest grade point average during their fifth through eighth grade school years.

GRADING SCALE

Kindergarten through 1st grade grading scale.

E.....Excellent

S+.....Above Average

S.....Average

S-.....Below Average

U.....Unsatisfactory

2nd through 8th grade grading scale.

99-100 A+

92-98 A

90-91 A-

88-89 B+

82-87 B

80-81 B-

78-79 C+

72-77 C

70-71 C-

68-69 D+

62-67 D

60-61 D-

59 and below F

GPA is not calculated for grades 2nd through 4th.

PROMOTION AND RETENTION

Pupils may be retained in any grade, but it is recommended that children be promoted if at all possible. All retentions must have the superintendent's approval. Retention will be based on teacher recommendation which will include student performance. If a student is failing two core subjects for the year they will be automatically retained.

The yearly achievement-testing program will provide help in:

Identifying academic talent.

Identifying learning problems.

Assessing the educational programs.

Parents will be notified if:

1. After the First Semester – if a child is having academic problems and a teacher/parent meeting will be required.
2. Third report period - the parent will be notified through written notification that the child has the chance to be retained at the end of the year.

A record of such notification will be kept on file.

RtI (Response to Intervention)

RtI is a federally mandated program that requires a district to test every child three times a year.

Students will receive extra instruction in reading and math based on their scores. If a child qualifies for the extra instruction, parents will receive a letter stating areas of concern for your child and the teacher plan to address these concerns. This is not a special education initiative but the scores may be used to help determine whether or not your child qualifies for special education services.

HOMEWORK

Homework will be assigned by each teacher. If parents have questions about homework, they should not hesitate to contact the teacher who assigned the homework.

DROPPING STUDENTS

When a student has been absent from class with unexcused reasons for ten consecutive school days, the school shall consider that student as dropped from the official roster. The specific date on which the student shall be considered dropped will be the last day of attendance immediately preceding the ten-day period.

ATHLETIC FEES

There will be a \$25.00 per family fee for playing sports.

ATHLETICS/SCHOLAR BOWL AND ELIGIBILITY REQUIREMENTS

The athletic program consists of scholar bowl, cheerleading, volleyball, track and basketball. It may be necessary to acquire commitments from qualified individuals (volunteers) to fill coaching vacancies in the above sports. All coaches whether volunteers or members of faculty/staff will be responsible to an athletic director who in turn will function under the authority of the superintendent. Annual health exams and proof of accident insurance are required of each student who wishes to participate in any of the above athletic programs. The student is responsible for having these documents on file in the office prior to participating in any practice or game.

ELIGIBILITY REQUIREMENTS FOR ATHLETICS AND SCHOLAR BOWL:

1. Grade point averages not lower than 2.5.
2. A passing grade in all core subjects.

FAILURE TO MEET MINIMUM STANDARDS FOR ATHLETICS AND SCHOLAR BOWL:

- a. If the student fails to score at least a 2.5 grade point average or receives a failing grade in any subject, the student will be declared ineligible for a period of 1 week.
- b. The above process will continue on a week-by-week basis.
- c. The student will not be allowed to attend practices when ineligible, the student will not be allowed to dress, sit with the team, or ride the team bus to games.
- d. Students must be in attendance the whole school day in order to practice or play in a game that day. If the student is absent due to a doctor's appointment, the student must have the doctor's note

when returning to school.

e. A student who leaves school during the day due to illness may not participate in a practice or a game that same day.

f. A student receiving a detention, in-school suspension or out-of-school suspension will be ineligible until the consequence has been served.

ATHLETIC RULES

For any of the following infractions:

1. Unexcused absence from practice or games.
2. Leaving practice or games without permission.
3. Failure to follow reasonable instructions of the coach or teacher.
4. Use of foul language.
5. Insubordination.
6. Respect other school's property

The following disciplines will be given:

1st offense - suspension from the next regularly scheduled game.

2nd offense - suspended for next two consecutive scheduled games.

3rd offense - removed from the sport for the remainder of the season.

HOME AND AWAY ATHLETIC GAMES

We appreciate the attendance of the students and parents at both home and away games. However, we would like to have the parent's cooperation regarding students and student conduct at ball games.

These rules include:

1. When students come into the building for a ballgame, they are not to go outside until they are ready to go home.
2. Students in grades K-8 who are not participating are to be accompanied by an adult at all extra-curricular activities.
3. Students are to be inside the gym when games are in session. They may go to the restrooms and concessions stands before the game, at half time, and between games.
4. When visiting other gyms, fields, or track areas, students should not leave the area without permission from the coaches.
5. It is expected that all fans should maintain good sportsmanship at home and away games. No disrespect should be directed at players, other fans, coaches, or game officials. Fans disrupting games will be asked to leave the gym.
6. Anyone having a complaint about coaches or officials should direct that complaint to the superintendent who will set up a meeting with coaches or speak to officials if needed.
7. Students must attend school the entire day in order to attend the after-school event.

CO-OP FOR BASEBALL AND SOFTBALL

If Oakdale Grade School co-ops to play baseball or softball with another school, the fee for that sport will be the parents responsibility to pay. The fee is calculated by taking the total cost of the sport and dividing it by the number of players there are.

SEARCH

The administration and faculty reserve the right to search school property and student belongings in an effort to control tobacco at school, recover stolen items, and to discourage students from bringing drugs or weapons to school. School authorities will use discretion in their searches and notify parents of significant findings.

HEAD LICE

Children found to have live lice and/or eggs will be sent home from school immediately. They may return to school as soon as they have been treated and have been checked by school personnel before the student is allowed to return to their classroom. These steps should be taken at home to see that the child is treated with the proper medicated shampoo to kill the lice and eggs. Recommendations by the Illinois Department of Public Health should be followed in cleaning the house and clothing of lice and eggs. Children with repeated absences from school due to head lice will be reported to the local truant officer.

POLICY REGARDING STUDENTS WITH CHRONIC COMMUNICABLE DISEASES

I. BOARD POLICY

It is the policy of the Board of Education to provide a safe learning environment for its students and provide a free and appropriate education for each of its students.

II. PLACEMENT PROCEDURES

Upon being informed that student has, or is reasonably believed to have a chronic communicable disease, an employee of the school district must inform the superintendent or the superintendent's designee immediately.

In the event that the superintendent or the superintendent's designee is of the opinion that the situation warrants temporary exclusion, the Superintendent or superintendent's designee shall immediately notify the student's parents or guardians, by certified mail and by telephone, that the student will be temporarily excluded from the classroom pending a determination as to placement, and that among the placement options being considered are placement in the classroom setting or an alternative education outside the normal classroom. The superintendent shall then convene a Placement Evaluation Committee, which shall consist of the superintendent, the district nurse, the Kaskaskia Special Education District, the teacher who would be primarily responsible for teaching the student, The President of the Board of Education, and the school district's attorney. The Placement Evaluation Committee may also include a physician as designated by the school district, the student's physician, the KSED psychologist, a representative of the Illinois Department of Public Health and such other persons as the Board President may designate. The Secretary of the Board of Education or his/her designee shall be present at meetings of the Placement Evaluation committee to take and prepare minutes.

III. MEDICAL EXAMINATION:

The superintendent may require the student to submit to a physical examination, including a blood test, where appropriate, conducted by a physician selected by the district, at school district expense. In the event that a student refuses to submit to such an examination, that student may be excluded pending a medical examination, including a blood test, where appropriate, to the Placement Evaluation Committee. The findings of a qualified medical doctor, including the results of a blood test, where appropriate, will be in lieu of requiring the aforementioned medical examination.

IV. PLACEMENT EVALUATION:

The Placement Evaluation Committee shall then conduct an evaluation of the student's medical condition, including the student's physical, mental, and emotional condition. The Committee shall also inquire into the student's prior conduct to determine if the student has a history of behavior, which may present a risk, as well as any other factors which the Committee considers relevant. The parents or guardians of the student shall be given an opportunity to be heard before the Placement Evaluation Committee, and shall be given written notice of the time and place at which they will be heard. The

Committee shall also inquire into the placement options available to the school district, and the resources available to the district. The President of the Board of Education, or designee, shall chair each meeting of the Placement Evaluation Committee. All meetings of the Placement Evaluation Committee shall be held in executive session.

V. PLACEMENT DECISION:

The Placement Evaluation Committee shall issue a written report of its findings to the Board of Education, which as soon as possible, shall meet in executive session to review the findings of the Placement Evaluation Committee. The Board of Education shall then determine the appropriate placement for the student. The student's parents or guardians shall be notified by certified mail of the time, place, and the purpose of the meeting, and they will be afforded an opportunity to be heard before the Board of education. In selecting the appropriate placement for the student, the Board of Education shall, among other factors, consider the following:

- A. The risk of transmission of the disease to others including but not limited to factors including:
 - 1. The student who lacks toilet training;
 - 2. The student who has open sores that cannot be covered;
 - 3. The student who demonstrates behavior (i.e. biting) which could result in direct inoculation of potentially infected body fluids into the blood stream.
- B. The health risk to the particular students;
- C. Reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others;
- D. The resources available to the school district.

The decision of the Board of Education shall immediately be sent by certified mail to the parents or guardians of the student. In addition, the superintendent and teacher shall be notified immediately.

VI. INDIVIDUALIZED EDUCATION PLAN:

In the event that a decision is made to place the student in an education environment other than the regular classroom, an Individualized Education Plan will be developed in accordance with the procedures employed by this district.

FIRE DRILLS

Law requires fire drills at regular intervals. Everyone in the school building is expected to participate fully in every fire drill. Routes are posted on the bulletin board in each room and will be explained by the teacher on the first day of school. The signal for a fire drill is a long ring or horn of the alarm. The signal to return to the building is four short rings of the regular bell.

Tampering with fire alarm boxes or fire extinguishers is a violation of State Law and any student in violation will be disciplined, as the Law requires.

TORNADO AND DISASTER DRILLS

Tornado and disaster drills are scheduled periodically throughout the year. The signal for a tornado or disaster is a short series of the regular bell. Each teacher will acquaint the students with the procedures to follow.

DANCES

- 1. Everyone must stay in the school.
- 2. No running or horse play.
- 3. The date, time and music must be turned in and approved by the superintendent at least one month prior to the date of the dance.

4. Notices will go out to the specific grade levels who are invited.

SPECIAL EDUCATION SERVICES

Oakdale Grade School participates in the Kaskaskia Special Education District which includes school districts in Washington, Clinton, and Marion Counties. Special Education services are available to students with speech problems, learning disabilities, physical and mental handicaps. In order to receive help through the Special Education program, except for speech, students must be referred to KSED for evaluation by a school psychologist. Then, there is a staffing which includes one or both parents, the teacher or teachers, the psychologist, the superintendent and other staff members who might be able to contribute to the successful placement of the child. This group of people then decides if the child should receive special education help and in which program the child will be placed. Individual Educational Programs are developed for each child receiving Special Education

STUDENT RECORDS

Student Records – are classified as permanent and temporary records. Permanent records must be kept 60 years and temporary records may be destroyed after 5 years. Upon written request to the administrator, who is in charge of the office in which the said records are kept, all records on a student shall be open to those students' parent(s) or guardian(s). Either natural parent may request a copy of the student's records such records shall also be open to the student with the consent of one parent or guardian. Consent is not required for any student about the age of 14. The administrator may insist that appropriately trained professional personnel be present to provide assistance necessary to enable the student and/or parent(s) or guardian(s) to understand the material in a certain record.

SPORTS BOOSTER CLUB

The Booster Club is an active partner in Oakdale Grade School's activities. The Booster Club purchases equipment, uniforms and other materials for athletic activities. Any parent or community member is welcome to be a member of the Booster Club. There are three elected officers who serve as a steering committee for the Booster Club.

The Oakdale Booster Club raises funds for athletic activities through operating the concession stand at the athletic events. Parents with children in athletic activities will be requested to work the concession stand. Occasionally fundraisers will be sent home to fund the booster club.

OAKDALE COMMUNITY EDUCATION ASSOCIATION

All parents and teachers are urged to become members of the OCEA, which is an organization of Oakdale Grade School. Parents and teachers have the opportunity to exchange ideas and suggestions helpful in reaching their goal. During the school year, the OCEA is actively involved in various activities and projects beneficial to the students. The OCEA meets as needed.

STEVENS AMENDMENT

Stevens Amendment – Oakdale Grade School receives Title II (Teacher Quality), Title IV (Drug Free), Title V (Innovative Programs), and REAP (Rural Education Achievement Programs) federal grants. These funds have been combined to provide the keyboarding, technology equipment and after school tutoring programs.

**OAKDALE ELEMENTARY SCHOOL
VACATION REQUEST FORM**

STUDENT'S NAME: _____ GRADE: _____ TEACHER: _____

Any absence from school is detrimental to the learning process, and for this reason, extended vacations during the school year are discouraged. If properly notified, the school district will excuse a **MAXIMUM of five (5) school days per year** for family vacation. Days taken passed the allowable maximum will be considered unexcused, and make-up work will not be accepted. The student is required to make up assignments as directed by his/her teacher. The parent(s)/guardian(s) will ensure this is done. Work received before the student goes on vacation will be due the day the student returns from vacation to receive credit. Some work may need to be received from the teacher once the student returns from his/her vacation. In this situation, the student has the same amount of days to complete the work after he/she returns as he/she was absent from school. For example, 2 school days absent = 2 days to complete work after student returns.

Please complete and return this form to Mr. Peterson at least one week (7 days) in advance of your vacation.

DATE OF VACATION REQUEST: _____ to _____

REASON FOR REQUEST: _____

Parent/Guardian Signature _____ Date _____

Assignments for period of absence (to be completed by the classroom teacher):

REQUEST GRANTED _____ REQUEST DENIED _____

Principal's Signature _____ Date _____

PLEASE SIGN AND RETURN THIS PAGE TO SCHOOL.

I have read the student handbook and have discussed its contents with my child/children.

Parent Signature

Date

My parents have read the handbook and discussed its contents with me.

Student Signature

Date

Multiple siblings please sign below.

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date