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Stacie Hill, Elementary School Secretary

## **OKAW VALLEY ELEMENTARY SCHOOL FACULTY**

Kindergarten	Kalyn Baker
Kindergarten	Angie Russell
Grade 1	Jill Fabert
Grade 1	Gayla Jackson
Grade 2	Beth Sawyer
Grade 2	Mandy Stollard
Grade 3	Chierstan Burns
Grade 3	Quincey Lawhorn
Grade 4	Dina Gass
Grade 4	Alissa Hudson
Guidance Counselor	Paula Coffey
Resource Teacher/ECH/Project H.E.L.P.	Jennifer Coleman
Resource Teacher	Sara Williams
Librarian Aide	Jane Messmore
Physical Education (K-4)	Misi Jones
Speech Pathologist	Lauren Skinner
Vocal Music K-4	Kathy Doty
Kindergarten/1 <sup>st</sup> grade Art	Pam Dickey
Title 1 Reading/Language Arts	Julie Russell
Classroom Aides	Alicen Collins
	Diana Seitz
	Kara Thomas
	Cindy Vandeventer

## **Mission Statement**

**We at OKAW VALLEY ELEMENTARY SCHOOL strive to give our students the foundations to become respectful, honest life-long learners. Along with our parents and community we will instruct them in making good decisions to become productive citizens for the future.**

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## SCHOOL SCHEDULE

### Hours:

Office hours at OVES will be from 7:30 am. to 3:30 pm.

### **ATTENDANCE POLICIES AND PROCEDURES**

It is the responsibility of the parents/guardians to see that their sons or daughters are in school regularly. To accomplish the educational objectives of the school and to accommodate special family needs, attendance policies and procedures have been developed. The school district operates under the authority, policies and laws set forth in the School Code of the State of Illinois.

The school day begins at **8:10 a.m.** and ends at **3:08 p.m.** Punctual and regular school attendance is the joint responsibility of the student and his/her parent(s) and/or guardian(s) and is extremely important if the student is to make the most of the educational opportunities available. In accordance with Illinois State compulsory attendance laws, high school students **MUST** attend school for three hundred (300) minutes per day. Therefore, if a student misses **SIXTY-ONE (61)** minutes during the school day, he/she will be considered absent one-half (1/2) day.

### **Absences**

**Excused absence or Excused Tardy:** absences that are reported to the office by a **parent** the day of the absence and are justifiable as defined in the Illinois State School Code and therefore excused for make-up work providing no more than **TEN** days excused or unexcused have been used:

*Some examples:*

**Anticipated absence-** approved as excused by principal

**Illness** – without going to the doctor

**Medical & dental appointments** - without doctor's note

### **In addition to the TEN days:**

**Death** in the family – 3 day bereavement or principal discretion

**Medical & dental** with doctor/dentist note (turned in within two days of absence)

**Vacation** with **immediate** family with anticipated absence approved & turned in **prior** to vacation. (1 per year with a **five** school day limit)

**Unexcused absences or Unexcused Tardies:** Missing classes for lack of sufficient reason will constitute an unexcused absence. *Unexcused absences count toward the maximum TEN day absences. Some examples but not limited to:*

Truancy  
Suspension  
Shopping  
Hair appointments  
Birthdays or other celebrations  
Working at home  
Working at a job  
Baby-sitting  
Running late/car trouble

**Assignments/Quizzes/Tests:**

Students will be permitted to make-up tests/quizzes/homework and will receive 50% of the total points.

If the office has not received a phone call from the student's parent/guardian on the day of the absence, the student's absence will be considered unexcused.

**Tardy:**

Students are expected to be in class before the 8:10 bell. Those students who are not in school by the 8:10 bell are considered TARDY and are expected to sign-in in the office BEFORE going to class.

Note: The school will not excuse the tardy by receiving a parent phone call to excuse a student for oversleeping, missing the school bus, car trouble, shopping, missing one class to prepare for another or transportation problems. Decisions regarding special situations will be made by the building principal or designee.

If a student is tardy, **the parent and student** will report to the office where he/she will be given a tardy admit slip. For every third tardy the student will miss recess. Chronic tardiness will be referred to the principal.

**Anticipated Absence forms:**

Anticipated absence forms need to be completed if your student knows in advance that he/she will be absent from school. Not all anticipated absences are excused absences. Reason for absence, length of absence and signature of parent/guardian must be completed before the principal will sign the form.

Once signed, the student will then take the form around to his/her teachers for signatures & homework assignments. Pre-arranged family vacations and out of town trips are limited to 5 days. Also take into consideration how many absences your student already has as the anticipated absence, whether excused or unexcused, will count towards the 10 allowed. If you have a question whether or not the absence will be excused please call the office.

**Absences-after school activities:**

In order for a student to be able to participate in after school activities, the student must be in school at least one-half day immediately preceding the activity. In addition, students are expected to be in attendance daily, including days after contests. Participants who are absent may be withheld from participating in their next contest.

**Parents and Visitor Arrival:**

**Buzz In System:** We utilize a buzzer system that will be used to screen all visitors that enter the building during school hours. When arriving at OVES between 8:15am. and 3:10 pm., visitors will need to press the button on the camera located on the south side of the main entrance. The secretary will verify your identity (you may be asked to provide ID) and purpose for entering the building. If all checks out then you will be allowed to enter.

**Student Arrival:**

Students SHOULD NOT ARRIVE ON THE PLAYGROUND BEFORE 7:45 A.M. Supervision isn't available until that time. Students will either go to the playground or gym depending on weather. After dropping off students, parents are asked to leave so not to disrupt the established arrival procedures. If outside students should not enter the building without permission of the supervising staff. Students who need to conference with a teacher must have prior approval of the teacher.

All students should be dropped off on the **north side of the building**. Students can go to playground or gym, depending on weather, from this location. ***Please do not drop your student off in the road as it is dangerous and a hazard for other drivers. Please take the time to go to the assigned area to keep all students safe.***

If you choose to use the south parking lot as a drop-off be aware that there is no supervision in that area.

**Dismissal:**

When picking your child up at the end of the day, please keep siblings off the playground equipment until the dismissal bell rings and do not disrupt any class that may still be in session.

The bus students will be dismissed at 3:08 P.M. If a child is a bus rider, the parents must send a note if the child is to remain at school to be picked up or the student will be put on the bus. ***The children that are picked up by a parent or are walking home will be dismissed at 3:05 from the gym. Teachers must make contact with parent before releasing the student.***

Persons waiting in the hallways before dismissal are a distraction to the students and cause unnecessary congestion. To assist teachers in the orderly supervision and dismissal of students, please stand clear of the exits and porches.

**Students Leaving School:**

**During the school day,** students are to be picked up at the office. \*Parents will go to the office and the secretary will notify the classroom teacher to send the student to the office.

***Students will only be released to the custodial parent or guardian and those on the approved pick up list without prior notification to the school office.***

### **Crossing Guards:**

Teacher aides will be on duty, as needed, from 7:45 A.M. to 8:00 A.M. and 3:05 P.M. to 3:15 P.M. at the northwest and southwest corners of the school grounds.

### **Recess:**

Students will go to the playground before school and recess when weather conditions allow. The decision to be outside during cold weather is dependent upon weather conditions, temperature and wind chill factor. Students will be inside when the wind chill is lower than 25 degrees. Parents are asked to follow the weather reports and dress children appropriately. Students will also be required to wear a coat if the temperature is below 50 degrees. If a parent feels a student needs to stay inside a note is required. A doctor's statement will be required for periods longer than 2 days. Notes excusing students from PE will automatically excuse the student from recess and vice versa.

### **School Calendar:**

Parents may access the school calendar on our website, additionally a monthly school calendar of events will be sent home with each student. Other notices will be sent home with the students as necessary.

## **SCHOOL PROGRAMS AND PROCEDURES**

### **ACADEMIC PROGRAM**

#### **Instructional Program**

Okaw Valley Elementary School serves students in Kindergarten through 4th grade. The number of sections of each grade will depend upon enrollment. In assigning students to classes, an attempt is made to equalize the number of boys and girls and to provide for a mixed range of abilities in each section.

Okaw Valley Elementary school aligns it's curriculum with the New Illinois Learning Standards as mandated by the State of Illinois.

Okaw Valley Elementary School uses a Multi-Tiered Support System to implement the Response to Intervention philosophy in order to offer academic and behavior support to meet student needs, monitor, and evaluate outcomes. An intervention plan will be developed for all students who are referred to the Problem Solving Team. A student may be referred to the team by the classroom teacher

with supporting data or by not meeting grade level benchmark scores on the AIMSWEB test at the beginning, middle or end of the school year.

Interventions and supports will be delivered during a FLEx (Fun Learning Experience) period each day. This period will begin at 8:10 and finish at 8:40. Students will be grouped according to area of need and work with a teacher/aide on that specific area of need. Groups will be fluid, so that when a student meets his/her goal or benchmark he/she will be moved into a more appropriate group.

**Kindergarten:**

A child must be five years of age on or before September 1 of the year of entrance. Kindergarten students attend for a full day each day that school is in session. The full day Kindergarten program offers instruction in academic readiness skills and social developmental skills which form the foundation for later educational achievement.

**Grades 1-4:**

The program for Grades 1-4 offers instruction in basic subject areas in a self-contained classroom. Students receive instruction in Reading, Phonics (grades 1-2) Spelling, English, Handwriting, Math, Science, Health and Social Studies.

**Art: Kindergarten and 1<sup>st</sup> grade:**

Beginning art instruction for all students in Kindergarten and 1<sup>st</sup> grade

**Keyboarding:**

Students in grades 2 – 4 will be provided appropriate grade level keyboarding instruction. Students will receive a Pass/Fail (P/F) information only rating.

**Music:**

General music instruction is provided for all students in grades K-4.

**Physical Education:**

Physical Education instruction is provided on a daily basis to all students in kindergarten through 4th grade by a physical education teacher.

A student who is eligible for special education may be excused from physical education to receive special education support and services with the agreement of the student's parent/guardian or as determined by the student's individualized education program team. Notes excusing students from PE will automatically excuse the student from recess.

**Special Area Services:**

OVES uses the Multi-Tiered Support System (MTSS) model to aid our students' success. Additionally we offer programs in Speech and Language Therapy, Learning Disabilities, Educational Mental Impairment, and Title I Reading for those students experiencing difficulty in these areas. Students who are new to our school and cannot produce documentation of Speech and Language Screening results will be required to be assessed by our school personnel.

**Techonology:**

All students K – 4 will receive technology training. The curriculum developed is based on the National Educational Technology Standards for students. (NETS) Students will receive a Pass/Fail information only rating.

**Instructional Policies/Procedures**

**Grading Scale:**

Students in Grades 1-4 will be graded using the following grading scale:

92 - 100 = A	S+
82 - 91 = B	S
71 - 81 = C	S-
70 - 60 = D	U
59 - 0 = F	

**Homework:**

Homework is a part of the education experience. While every teacher provides study time during the school day, homework is necessary to reinforce what has been taught in the classroom. It not only gives the student an opportunity to practice newly learned skills but also provides an opportunity for parents to observe what their child is doing in school. Parents can help make homework a positive experience for their children by making homework a top priority, providing necessary supplies and a quiet homework environment, setting a daily homework time, providing praise and support and seeing that assignments are completed by the student.

**Make-Up Work:**

A student who receives an excused absence must make arrangements with each teacher to make up any missed work the first day he/she returns to school. Students will have a one day make-up privilege for each day of work missed. It is the student's responsibility to make up the work.

In an effort to make policies regarding homework more uniform, this framework will be followed by all teachers:

**Kindergarten:**

Math homework will be sent home regularly; reading homework will be sent home periodically. Students are expected to complete and return the work.

**First Grade:**

Parents can expect 10-20 minutes of homework a night. Classroom teachers will set a procedure to address situations when students do not turn in homework.

**Second Grade:**

Parents can expect 20-40 minutes of homework a night.

**Third Grade:**

Parents can expect 30-50 minutes a night. Homework that is turned in over a day late may not be accepted. Students who routinely miss homework assignments could be assessed a detention.

**Fourth Grades:**

Parents can expect 30-50 minutes a night. Students will fill out a homework slip that must be signed by a parent and returned with the missing/late assignment. If returned the next day, 80% credit will be assigned. If homework is not returned, the student will miss recess until it is finished and turned in. If a student accumulates 4 incompletes per quarter on homework, he/she will be assigned a detention. 4<sup>th</sup> Grade students will purchase an assignment notebook to be used daily to record assignments and communicate with parents/guardians.

**Parent Conferences:**

Conferences are scheduled after the first quarter and during the third quarter to inform parents of their child's progress. Conference dates for this year are the evening of October 4 and the morning of October 5. The Spring Conferences will be held on the evening of February 14 and the morning of February 15. Additional conferences may be scheduled by the parent or teacher when needed.

**Progress Reports:**

Report cards will be sent home the week following the end of each nine-week grading period. On or before the end of the fifth week of each grading period, a mid-term progress report will be sent home to the parents of all students.

**Promotion:**

It is the policy of the Board of Education to strive to ensure that students meet district goals and objectives and can perform at the expected levels for their grades before being promoted.

Decisions to promote a student to the next grade level shall be a data-based decision using student performance in core subjects, attendance, performance on the PARCC Assessments, standardized achievement testing, or other testing. Students in grades K through 4 will be promoted from one grade level to the next upon the recommendation of the teacher and approval by the building principal.

Students who do not qualify for promotion will be provided remedial assistance which may include, but is not limited to, a summer bridge program, tutoring, increased or concentrated instructional time, or modification of instructional materials or retention in grade.

No student shall be promoted to the next grade level based solely upon age or any other social reasons not related to the student's academic performance.

**Retention:**

The School Code (105 ILCS 5/10-20.9a) prohibits promotion based on age or any other social reason

not related to academic performance. Criteria for retention in Grades K-5, as adopted by the Okaw Valley Community Unit School District #302 are: scoring two grades below grade level on achievement tests or failing two or more core subjects. Core subjects are Reading, Math, Science and Social Studies. Retention will be considered on an individual basis. If retention is to be considered, a conference will be held with the principal, teacher(s), and parents. The final decision will be made by the building principal.

### **State Testing Program:**

This year Illinois is transitioning to the PARCC (Partnership for Assessment and Readiness of College and Careers) assessments which measures student achievement of the New Illinois Learning Standards. Students are required to take the computer based Illinois PARCC in beginning in 3<sup>rd</sup> grade. Student attendance is critical to ensure that each student's testing experience is consistent with their peers. Please try not to schedule vacations, dental or doctor appointments during announced testing dates.

## **Miscellaneous Policies/Procedures**

### **Awards:**

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, attendance, fine arts achievements and good citizenship. Students are recognized during quarterly award assemblies for Perfect Attendance, Good Citizenship and the Principal's Award.

### **Birth Certificate:**

Kindergarten students and all students enrolling in the school for the first time are required to provide a certified copy of their birth certificate upon entrance.

### **Book/Materials Fines:**

Students are expected to take care of textbooks, library books, and other materials provided for their use. Students will be held accountable for loss or damage to these items beyond normal wear and tear. Fines will be assessed based on the age, condition, and extent of damage.

### **Field Trips:**

Field trips within the community and to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community.

Parents will be asked to sign a permission form for **all** field trips at registration each fall. The parent's signature authorizes participation in walks or trips within the district without prior notice. Parents will receive a notice of each field trip outside the district in advance of the scheduled date. Sometimes a small amount of money may be requested from each student for entrance fees, etc.

### **Library Fee:**

Children will be charged for damaged or lost library books.

### **Lost and Found:**

All articles found are turned in to the office. Valuable articles will be kept in the office and will be returned to the owner upon identification. Articles such as clothing are kept in a "found box". Students are encouraged to check this box when items are missing, but many items go unclaimed each year. We encourage you to **mark your child's clothing and other property** for easy identification. If your child loses an item, please come in or call the school at once. These articles will be discarded after a reasonable time if not claimed by the owner.

If a student loses an article on the school bus, call the elementary school office (665-3541) or the bus garage (665-3232).

### **Parent Complaint Procedures:**

Whenever there are questions and concerns, please come and talk to us. We believe that your understanding of what takes place at school is very important. You should speak to the employee directly involved with the problem first. Please call for an appointment, as our staff members have a full schedule and will need to make arrangements and prepare for the conference. If you are unable to resolve the issue, please refer the problem to the principal.

### **Parent-Teacher Organization:**

The Okaw Valley School Parent-Teacher Organization (P.T.O.) encourages the participation of all parents. Membership information can be obtained through the School Office.

### **Party Invitations:**

Invitations to parties are not to be distributed at school unless the student distributing such invitations invites all members of his/her class. Class sets of student addresses will not be available through the office.

### **Telephone:**

The telephones in the school are business phones. Pupils will not be called to the telephone during the school day except in an emergency. Permission to use the phone will be granted only when deemed necessary.

Students may not use classroom telephones for outgoing calls; students may answer a classroom telephone only when directed to do so by the teacher.

**During emergency school closings**, the school phone will be restricted to emergency use only. Please review early dismissal procedures with your child regularly so that a phone call will not be necessary.

### **Treats and Snacks:**

If parents wish to send a treat or snack to school for a child's birthday, the parents should first schedule the date and time with the teacher. In order to promote healthy eating habits in our students, you are encouraged to provide nutritious food/beverage items (Feel free to contact the school office for ideas.)

### **Visitors:**

We welcome visitors to our school. In order to insure the safety of our students and to prevent unnecessary class interruptions, **everyone visiting the school must use the Elementary School Office entrance (west) and report to the main office upon entering and obtain a visitor's pass.** The visitor or parent will remain in the office until their child is brought to the office.

Any person wishing to confer with a staff member shall contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who: (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, (3) or engages in an activity in violation of School Board Policy 8:30, Conduct on School Property.

### **Volunteer Program:**

The district has established a Volunteer Program in accordance to state requirements. If you would like to volunteer in a school you will receive a packet detailing district and state requirements for volunteering. During fall registration or upon school enrollment, parents will be invited to participate in the School Volunteer Program. Among the ways that volunteers may help are: tutoring or listening to students, assisting with class or school projects, assisting with clerical tasks, and preparing instructional materials.

## **Breakfast/Lunch Programs**

A school breakfast program is available every weekday morning. Students may choose to bring a lunch from home or to eat the hot lunch offered at school. Breakfast and lunch menus will be sent home monthly with the school calendar, posted on the District website ([www.okawvalley.org](http://www.okawvalley.org)), and published in the News Progress and Daily Union each month.

### **Breakfast/Lunch and Milk Money:**

Breakfast, lunch and snack money must be sent on the **first** attendance day of each week. Money should be sent in an envelope with an information slip including the CHILD'S NAME. If you have more than one child, all money can be sent in one envelope as long as the slip is marked appropriately for each child.

**Breakfast/Lunches may not exceed a total of 5 charges unless PRIOR arrangements are made in the school office.**

Another option is to use EPAY. EPAY is offered to you, free of charge, to pay for your child's breakfast, lunch and milk money as well as registration fees online. You can leave notes on how it might be divided and an email is received by the school so we can keep your account up to date.

One serving of milk is provided with hot lunch. Extra milk or milk for sack lunches may be purchased and **must** be paid in advance in the office.

An afternoon snack of juice or milk is available to Kindergarten students only. The snack is **not** included in the **Free/Reduced** lunch program and students participating in this program must also purchase the juice or milk if they choose to take snack. It is automatically assumed that your child will take the snack and be charged accordingly unless you notify the office that he/she will not be participating.

## Character Education

Okaw Valley Elementary School believes in providing students training in character education. Students will learn about 7 different traits throughout the year from a weekly announcement and then teachers emphasizing the trait throughout the curriculum when possible. The traits are:

August/September	– Respect	October	– Self-Control
November/December	– Gratefulness	January	– Obedience
February	– Honesty	March	– Responsibility
April	-- Patience	May	--Compassion

## School Transportation

### Bus Service:

It is the responsibility of the Okaw Valley School Board to provide transportation to the student to and from school if he/she lives more than one and one-half miles from school. Students who live closer than this distance cannot be transported in school buses except under special conditions approved by the School Board. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Student safety is a major concern of all persons responsible for student transportation. Because improper behavior on a school bus can contribute to accidents, state and local regulations must be obeyed. State law authorizes denial of riding to those students guilty of violations.

Parents are responsible for the supervision of their children until they board a school bus. Once a

student boards the bus - and only at that time - does he/she become the responsibility of the school district.

If a child misses the bus in the morning, the parents are responsible for bringing the child to school. If a child misses the bus in the afternoon, the parents are responsible for coming to get the child.

When any child wishes to ride a bus as a guest, it is required that parents send a signed note. The child should give the note to the bus driver.

### **Bus Safety Education:**

Bus Safety Education, including two evacuation drills, is provided annually for all students of the district.

### **Electronic Recordings on School Buses:**

Electronic visual and audio recording may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

## **Student Conduct and Discipline**

### **Aggressive Behavior/Harassment:**

#### **Aggressive Behavior Prohibited**

The School Board has determined that aggressive behavior among students, including bullying (as defined below), places an educational environment at increased risk for violence. 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 is prohibited.

The School Board has also determined that students who are at risk for engaging in aggressive behavior often exhibit early warning signs that can be addressed as part of a violence prevention plan, thereby increasing the overall safety of a school. Accordingly, it is the policy of the School Board to identify students who are at risk for aggressive behavior, including (but not limited to) bullying.

**Aggressive behavior includes**, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. **Bullying is defined as** persistent, negative, psychological or physical acts directed by a stronger student or group against a weaker one. Examples of bullying include:

- Physical hitting, kicking, grabbing, spitting, etc.
- Verbal name calling, racist remarks, put-downs, taunts, extortion, etc.
- Indirect spreading rumors, wearing or possessing items depicting or implying

hatred or prejudice, exclusion from peer group, taking and hiding/destroying other's papers, and/or possessions, etc.

- Written threatening e-mail, notes, graffiti, etc.

Efforts, including the identification of students who are at risk for aggressive behavior, the use of early intervention, and progressive discipline, 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. The parents of a student who is identified as being at risk of aggressive behavior or who engages in aggressive behavior shall be notified by the building principal or designee. A plan for intervention for students at risk of engaging in aggressive behavior based on available community-based and district resources will be implemented.

#### **Reporting Aggressive Behavior :**

Any student, faculty, or staff member of Okaw Valley Schools who has witnessed or has reliable information that a pupil or staff member has been subjected to aggressive behavior or bullying as described above, or a person in the above categories who has experienced the aggressive behavior/bullying, shall report such incident to a district complaint manager, the building principal, or the district non-discrimination coordinator. An allegation of aggressive behavior/bullying shall be referred to the Building Principal for appropriate action.

#### **Harassment of Students Prohibited**

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

The District will not tolerate harassing, intimidating conduct or bullying whether verbal, physical, or visual, that affects 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, causing psychological harm, threatening or causing physical harm or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Threats made by students to cause physical harm to other students or staff will automatically result in a referral to the Regional Behavioral Health center or other appropriate outside agency for an assessment. The student will be subject to discipline up to out of school suspension or expulsion. A follow-up threat assessment will be conducted by the district threat assessment team prior to the student returning to school. Additional threats will be subject to progressive discipline. Complaints of harassment, intimidation, or bullying are handled according to the provisions on harassment below.

**Sexual Harassment Prohibited** Sexual harassment of students and staff is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that: denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or has the purpose or effect of: substantially interfering

with a student's educational environment; creating an intimidating, hostile, or offensive educational environment; depriving a student of educational aid, benefits, services, or treatment; or making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Complaints of Harassment: Students or staff who believe they are victims of harassment, intimidation, bullying, or sexual harassment or have witnessed such behavior are encouraged to discuss the matter with the Building Principal, Nondiscrimination Coordinator or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action.

***Nondiscrimination Coordinator:***

Kent Stauder, Superintendent, Okaw Valley C. U. S. D. #302, 217/665-3232

***Complaint Managers:***

Heidi Vander Burgh, Principal, Okaw Valley Elementary School, 217/665-3541

Ross Forlines, Principal, Okaw Valley Middle School, 217/756-8521

Matt Shoaff, Principal, Okaw Valley High School, 217/665-3631

## **Maintenance of Discipline**

The Staff of Okaw Valley Elementary School believe that we must establish a proper learning environment, one which affords the opportunity for both students and teachers to successfully engage in the teaching-learning process. The educational program can be strong and fully effective only when students conduct themselves in an acceptable manner. However periodically rules are broken and consequences must be enforced. The employees must weigh situations requiring discipline on an individual basis within the parameters outlined in this handbook.

The staff at Okaw Valley Elementary will use a classroom behavior system that they are most comfortable and is approved by the building administrator. The discipline process will be sent home with your child at the beginning of the year. If a student is sent to the Principal's office by a teacher the discipline will be noted in STI, a consequence and a letter will be sent home explaining the behavior and consequence. Consequences range from a verbal warning to a school suspension (OSS).

## **Due Process**

The board will extend to students their full rights as provided by law. It is the desire of Okaw Valley Elementary to be fair and protect student's rights.

## **PBIS**

Okaw Valley is proud to be an active PBIS School. PBIS is a proactive systems approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional, and academic success. For more information please follow the links at [www.okawvalley.org/elem](http://www.okawvalley.org/elem)

## **Discipline Procedures**

### **Procedure for Teacher assigned discipline:**

Minor behavior violations are handled by the classroom teacher. Consequences for misbehavior can range from a verbal redirection to an office referral including missing time from recess to after school detentions. The system and consequences have been approved by the administrator prior to implementation. The staff/administration has the authority to bypass any of the consequences due to the severity of the infraction. Once a student receives 3 minor documented behavior violations, it will become an Office Referral and the student will be sent to the Principal's Office.

### **Procedure for administration discipline:**

A major behavior offense will be referred to the building administrator. An office referral will result in a student conference with the principal, a phone call to the parents, and a consequence that the principal deems fit for the circumstance. The administrator has the authority to set the consequence depending on the severity of the infraction.

## **Suspension:**

### **In-School Suspension**

In-school suspension procedures are as follows:

- The student will hand-carry written notification of the in-school suspension to his/her parent(s)/guardian(s); a second copy of the notification will be sent by mail.
- The student will be separated from other students for the entire period of the suspension. The student will be given his/her daily class work which is to be completed during the suspension and turned in to the teacher at the end of the suspension day.
- Credit will be awarded for work handed in on time. A zero will be given for work **not** completed or handed in late. An assignment given as homework and due at a later date for the rest of the student's class will be treated as homework for the student serving an in-school suspension.

### **Out of School Suspension**

Procedures for out-of-school suspension are as follows:

- Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
- A pre-suspension conference is not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing

threat or disruption to the educational process. In such cases, the necessary notice and conference shall follow as soon as practicable.

- Any suspension will be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of the notice shall be given to the School Board.
- Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

During the period of the suspension students shall not be allowed on school property or at school activities. Students will be permitted to make up tests and quizzes and will receive 50% of the total points earned. Students are encouraged to make up daily assignments. Teachers may record a zero for such daily assignments/grades or may award credit for work which is made up.

### **Expulsion:**

Pupils guilty of gross disobedience or misconduct may be expelled from school by action of the Board of Education. The following are expulsion procedures:

- Before expulsion the student and parent(s)/guardian(s) will be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it.
- During the expulsion hearing, the student and his/her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence, and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged.
- After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt, hear evidence on whether expulsion is appropriate, and make its decision.

During the period of the expulsion, students shall not be allowed on school property or at school activities.

### **Corporal Punishment:**

Corporal punishment shall not be used as a punishment for behavior according to Illinois Law. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

## **Expectations of Conduct**

The rules of conduct which follow cannot anticipate every act of misconduct which may occur. In general, any conduct which endangers health and safety or rights and property of others or is disruptive of a good learning environment is undesirable and will not be permitted. Just as it is impossible to anticipate every act of misconduct, it is equally impossible to determine in advance what disciplinary consequences may be appropriate in individual circumstances. For this reason, disciplinary actions for infractions may include, but are not limited to, those listed in this handbook.

### **School Expectations:**

- Students whose parents give them permission to bring a cell phone to school must turn it off and leave it in their backpacks during the school day.
- Students must not engage in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidations, fear, harassment, hazing, or other comparable conduct.
- Students may not use, possess, distribute, purchase, or sell tobacco material or alcohol.
- Students may not use, possess, manufacture, distribute, purchase, sell, or be under the influence of: a) any illegal drugs, controlled substance, or cannabis (including marijuana and hashish); b) any anabolic steroid not administered under a physician's care and supervision; c) any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions; d) any inhalant, regardless of whether it contains an illegal drug or controlled substance, e) "look-alike" or counterfeit drugs; or f) drug paraphernalia.
- It is illegal for any person to be in possession of a firearm on school grounds. Violations will result in the notification of the police department.
- Students who deface, damage, or ruin school property of any kind will be held liable for that property. Consequences for such behavior will include but not be limited to: replacing the property, reimbursement for labor/parts and loss of use where applicable. Arrangements for repayment will be made with the building administration. If a student should accidentally damage something, he/she should report it to a teacher or other school official immediately.

### **Classroom Expectations:**

Classroom teachers and students will establish rules within their room which they feel are necessary to maintain an environment in which students can learn. Each teacher will send home a list of the expectations and their classroom expectations/consequence list at the beginning of the year.

### **Recess /Playground Expectations:**

Students will go to the playground for recess when weather conditions allow. Generally when the wind chill is below 25 degrees, students will be inside. Also if the wind chill is below 50 degrees students will have to wear a coat when outside. Parents are asked to listen to the weather reports and dress children appropriately, including gloves, hats and boots. Decisions to go outside or stay inside

will be made by the administrator and supervisors.

All general good conduct rules for the school will be enforced on the playground. Specific rules for the playground are:

**Students may not:**

- bring personal sports equipment
- Games that involve pushing, pulling, knocking down, or jumping on other students will not be allowed.
- Students also may not participate in “rough play” games or games where pretend violence (ie. killing, stabbing, punching etc.) is a component of the game.

*Please Note . . .* School personnel will be on duty during regular school hours only. School personnel will not supervise after school. Adults with children on the playground will be responsible for their own children. Please reinforce these rules with your children.

**Bicycle Expectations:**

Students who ride bikes to school must:

- Dismount and walk their bicycles onto and off the school grounds and while using the school crossings.
- Park bicycles in the rack provided.

**School Bus Expectations:**

Rules of conduct have been established to insure the rights and safety of all students who ride the school bus. School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the board of education designates an adult to supervise the riders. All bus riders should become thoroughly familiar with the rules and regulations and abide by them.

**Getting on and off the bus**

- Be on time at the designated school bus stop.
- Stay off the road at all times while waiting for the bus.
- Be careful in approaching the bus stop; do not move toward the bus until it stops completely.
- When getting off the bus, wait at least 10' in front of the bus on the right shoulder of the highway where traffic may be observed in both directions until the driver signals permission to cross.
- NEVER go between buses as they are parked for loading or unloading.

**On the bus**

- Do not leave the seat while the bus is in motion.
- Children’s voice level should always be a 1 or 2 level
- No eating is allowed on the bus.
- Remain in the bus in the event of a road emergency until instructions are given by the driver.

- Keep hands and head inside the bus at all times. Do not throw anything out the bus window.
- Be absolutely quiet when approaching a railroad crossing stop.
- Help keep the bus clean.
- Do not bring animals on the bus.
- Keep books, packages, coats, and all other objects out of the aisles.

**STUDENTS WHO ENGAGE IN SERIOUS OR REPEATED MISBEHAVIOR** on the school bus will be referred to the principal for disciplinary action. Riding the school bus is a privilege. Improper conduct on the buses may result in that privilege being suspended or denied.

### **Student Dress:**

Student dress and grooming will be the responsibility of the individual student and his or her parents within the following guidelines:

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
- When a student is participating in school activities, students need to dress as the sponsor requires. (includes clothing, footwear, jewelry, and other accessories).
- Dress and grooming will not be such as to disrupt the teaching learning process. Shirts or tops must extend past the waist. Bare midriffs are not acceptable! Any part of an undergarment should be covered including straps. Shorts and skirts must cover all body parts and underwear. Parents should make sure that children can move to any position and still be covered; positions include bending, squatting, and sitting.
- Articles of clothing that cause physical damage such as cleated boots/shoes, shoes that scratch the floors and clothing with metal rivets or chains (such as those worn with wallets) which scratch furniture are unacceptable.
- Clothing shall be free of provocative or obscene writing or graphics. (This includes HOOTERS t-shirts.)
- Clothing imprinted with slogans or graphics, which refer to alcohol, tobacco, drugs, or sex is considered inappropriate to be worn to school.
- Jackets, coats and hats (including scarves) are not to be worn in the classroom or hallways during school hours except in cases deemed appropriate by the building principal. At no time will students be allowed to wear hats or sunglasses in the building.
- Clothing with holes will not be allowed if it is considered to be obscene.
- For safety reasons, students will not be allowed to participate in activities that involve running while wearing sandals or slip on shoes. Students must bring a pair of tennis shoes to keep at school to wear for recess and/or PE. when they do not have on appropriate footwear.
- Situations and dress items not covered in the guidelines above will be determined to be appropriate or inappropriate by the building principal.

**STUDENTS WEARING INAPPROPRIATE CLOTHING** will be referred to the office, where they will be asked to change into appropriate clothing. Students will call parents to bring appropriate clothing. Students will not be sent back to class until they are wearing suitable clothing. The Principal has the final decision in matters of appropriate and inappropriate clothing.

## Health and Safety

### Head Lice:

Each school year cases of head lice are identified/reported to the school office. Okaw Valley Elementary School strictly adheres to a **NO NIT** policy. Children found to have lice nits or live lice, **WILL BE SENT HOME A LETTER CONTAINING RECOMMENDATIONS FOR TREATMENT.** Upon return to school, students must present proof of treatment (note from doctor, note from parent with label from treatment product, etc.) and be rechecked by school personnel to determine that students are clear of active infestation. In case of conflict, the decision of the school administration is final. Students who have 3 or more cases of head lice will be told to have a letter of clearance from a doctor or county health department before they can return to school.

Head lice affect more people than all other childhood communicable diseases not including the common cold. But like a cold, when children come in close contact with each other, it is easy to pass head lice along. Shared hats, clothing, brushes, pillows and other personal articles are perfect vehicles to transfer lice from one person to another. Head lice survive only on humans, and do not affect family pets.

We ask that you assist in the effort to minimize the spread of head lice through routine examination of your child at home. We hope that the following information about recognizing and treating head lice will be helpful to you. Should you find that your child has head lice, please notify the school immediately so that we may examine classmates and prevent the spread of this problem.

- ***Identification and Treatment*** Please note, anyone can get head lice. It has nothing to do with cleanliness, nor does it reflect on you as a parent. Fortunately, it is a problem that is easily treated. It is important to act immediately to prevent the spread of head lice to other classmates or to members of your family.
- ***Examine your child's head.***
- Head scratching and intense itching of the scalp are the main indications of head lice. Their presence can be confirmed by a close visual inspection of the hair and scalp under a good light and magnifying glass.
- Head lice are small, only about 1/16 of an inch long. They are greyish-white with dark edges. While they cannot fly and do not jump, they move quickly. That's why it's difficult to find them in a child's hair.
- Diagnosis of head lice is generally made when lice eggs (called nits), which are fastened to the hair shaft, are clearly evident. Nits are teardrop in shape, whitish, and very small - only about 1/32 of an inch. They are "glued" to the hair and cannot be washed or brushed out like dandruff.
- Clusters of nits may be found in any section of the hair, but they are more apt to be attached to the hair shafts about 1/4 inch from the scalp, behind the ears and at the nape of the neck.
- ***Check all other family members to see if they are infested.*** Any family member with evidence of head lice must also be treated.
- ***Use an effective head lice treatment.*** Your pharmacist can recommend an effective over-the-counter

pediculicide product. When used as directed, it will be very effective in killing head lice.

- **Remove all nits (lice eggs).** Because no pediculicide product kills all the eggs with one treatment, multiple applications may be required to finish treatment. Special combs are usually provided with the treatment product for the removal of the nits. You may want to ask your pharmacist about a special rinse that quickly releases the nits from the hair, making nit removal easier with the special comb.
- **Wash all clothes,** bed linens and towels in hot water (130 degrees Fahrenheit) and dry on hot cycle for at least 20 minutes. Items that cannot be safely washed, such as stuffed animals, should be dry cleaned or stored outside the home for a minimum of two weeks.
- **Clean combs and brushes in hot, soapy water.** Water should be at least 130°F, and it is advisable to let combs and brushes soak in the hot water for 10 minutes.
- **Vacuum everywhere** to make sure your home is free of lice. Vacuum carpets, pillows, mattresses, upholstered furniture; anything that might hold lice. Do a thorough job and discard the vacuum bag promptly.

For further information on lice detection and prevention, contact your local health department or call the school office.

### **Illness/Injury:**

In case of illness or injury a child will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available the child will be taken to the emergency room at the hospital.

Accidents should be reported immediately to the school office so that an accident report can be completed.

## **MISCELLANEOUS INFORMATION AND NOTICES**

### **Alcohol, Drugs, Hazardous Material and Tobacco:**

The use, possession\*, sale, manufacture, delivery, distribution and/or being under the influence of alcohol, hazardous materials\*, tobacco, or unauthorized drugs, including look-alikes\*, in any form by students is forbidden on school premises (including school buses) and/or any school function. Sanctions (consistent with local, State, and Federal law) up to and including expulsion and referral for prosecution, will be imposed on students who violate these standards of conduct. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, playgrounds, and parking lots), as well as personal effects left there by a student, without notice to or consent of the school. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

\* Possession includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is a) on the student's person, or b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing,

backpack, or c) in a school's student locker, desk, or other school property, or d) any other location on school property or a school-sponsored event.

\* For purposes of these rules, "hazardous material" is any material deemed unsafe to persons or property in or on school property.

\* A "look-alike" or counterfeit drug is defined as a substance not containing an illegal drug or controlled substance. A "look-alike" drug is one that a student believes to be, or represents to be (expressly or impliedly), an illegal drug or controlled substance.

### **No Child Left Behind:**

Our school receives federal funds for Title I programs that are part of the No Child Left Behind Act of 2001. You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible: if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction; if the teacher is teaching under an emergency status for which state licensing requirements have been waived; the type of college degree major or the teacher and the field of discipline for any graduate degree certificate; and if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications. If you would like to request this information, please contact the school office.

### **Search and Seizure:**

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects and to confiscate the evidence found. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

School authorities may also inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, playgrounds, 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 Superintendent, or designee, 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.

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

### **Spectator Conduct and Sportsmanship:**

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event the person is attending and/or denied admission to school events for up to a year after a School Board hearing. Examples of unsportsmanlike conduct include:

- using vulgar or obscene language;
- possessing or being under the influence of any alcoholic beverage or illegal substance;
- possessing a weapon;
- fighting or otherwise striking or threatening another person;
- failing to obey the instructions of a security officer or school district employee; and
- engaging in any activity which is illegal or disruptive;
- making inappropriate remarks to officials, coaches, participants, or school personnel.