



SCARLET OAK SCHOOL

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www.arbor145.org

**Student & Parent
Information Handbook
2023-24**

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WELCOME

Welcome to Scarlet Oak School! We look forward to meeting you personally throughout the school year and partnering with you to give your child the best education possible. Our staff will keep parents/guardians informed of each child's progress through notes, emails, phone calls & conferences. We hope that you will feel free to contact us with any questions or concerns that may arise. Please contact the school office at: 708-687-5822.

SCARLET OAK SCHOOL MISSION/VISION STATEMENT

...to encourage each student to reach his or her full potential as a lifetime reader, learner, and critical thinker.

...to teach and model positive character traits such as honesty, fairness, responsibility, courtesy and respect for the rights of others so that students learn to be productive in a culturally diverse and technologically competitive society.

...to create a clean, safe, positive school environment where teamwork and cooperation provide an atmosphere which supports high standards of accountability.

CARDINAL PHILOSOPHY

Our staff and students strive to do the following each and every day:

- 1) Choose your Attitude
- 2) Listen to Others
- 3) Make someone's Day
- 4) Have Fun!
- 5) Be Kind!

THE SEVEN PILLARS OF GOOD CARDINAL CHARACTER

The following six ethical values make up our character:

- 1) Trustworthy: Be honest. Don't deceive, cheat or steal. Be reliable. Do what you say you will do. Do the right thing. Build a good reputation and be loyal. Stand by your family, friends and country.
- 2) Respect: Treat others with respect; follow the Golden Rule. Be tolerant of differences. Use good manners, not bad language. Be considerate of the feelings of others. Don't threaten, hit or hurt anyone. Deal peacefully with anger, insults and disagreements.
- 3) Responsibility: Do what you are supposed to do. Persevere: keep on trying! Always do your best. Use self-control. Be self-disciplined. Think before your act. Consider the consequences. Be accountable for your choices.
- 4) Fairness: Play by the rules. Take turns and share. Be open-minded. Listen to others. Don't take advantage of others. Don't blame others carelessly.
- 5) Kindness: Be kind. Be compassionate and show you care. Express gratitude. Forgive others. Help people in need.
- 6) Citizenship: Do your share to make your school and community better. Cooperate and get involved in school and community affairs. Stay informed and be a good neighbor. Obey laws and rules. Respect authority. Protect the environment.
- 7) Perseverance: Never giving up, even when difficult. Keep working hard!

SCARLET OAK SCHOOL RULES

- 1) Always do your best
- 2) Take care of school property
- 3) Always be kind to others
- 4) Keep our school clean
- 5) Use good manners

CARDINAL LUNCH RULES

- 1) Walk quietly and on the right side of the hall to and from gym
- 2) Remain seated during lunch
- 3) Raise hand for supervisor attention
- 4) Use indoor voices
- 5) Complete silence after silent lunch is called
- 6) Silent lunch is necessary to ensure that all students have ample time to complete their meal. Socialization time is given once silent lunch is complete.
- 7) Complete silence coming back from outdoor recess

SCHOOL COLORS: Red, White & Black
SCHOOL MASCOT: Cardinal
SCHOOL HOURS: 8:55 am - 3:05 pm

Every Friday is Spirit Day. Staff and students wear school spirit wear and/or colors. Students will be given an opportunity to order spirit wear in the fall. Please refer to Parent Square for announcements regarding special spirit days/weeks

At Scarlet Oak School, our main concern is learning. The procedures in this handbook are followed in order to help us provide the best environment that we can for academic and social growth.

The home environment is crucial to educational success. Some helpful suggestions for parents are:

- Incorporate reading as a routine daily activity
- Develop self-reliance by giving your child responsibilities
- Encourage respect for the rights and property of others
- Show a sincere interest in school work
- Express approval for constructive attempts or accomplishments
- Foster the importance of school and the responsibility of completing school work
- Avoid the pressure of working only for grades
- Stress regular attendance at school
- Establish a routine that includes a consistent study time
- Maintain open communication with teachers

SOS TEACHER-PARENT-STUDENT COMPACT

Scarlet Oak School believes that teachers, parents, and students all share responsibility for making students successful learners. This compact signifies our commitment to working together to help children grow.

Faculty and Staff

We pledge to:

- provide a safe caring environment conducive to learning
- provide a high-quality curriculum centered around student mastery of grade level CCSS
- establish classroom routines and procedures that foster student independence and responsibility
- communicate high standards for student performance and provide clear expectations for learning
- use formal and informal assessments to drive instruction and target individual student needs
- work in tandem with home to support student learning
- communicate regularly with home regarding academic progress and behavior
- inform parents of academic progress through shared data reports (report cards, assessments, daily classroom assignments)
- provide an opportunity to conference formally with parents twice a year to address academic growth and concerns

Parents/Guardians

We pledge to:

- encourage our child to maintain healthy sleeping and eating habits
- monitor our child's attendance/tardiness
- check our child's homework and folders daily
- make sure our child is prepared for school each day
- provide our child with a quiet space and necessary supplies to do homework
- encourage our child to read daily
- attend P/T conferences and arrange to reschedule if necessary

- communicate regularly with the school regarding concerns about our child’s academic progress and behavior
- support our child’s efforts and celebrate successes

Students

We pledge to:

- attend school every day, on time, with all necessary supplies for learning
- always do my best work
- follow all classroom, school, and bus rules
- let my teacher and family know if I need help
- do my homework every day and turn it in on time
- practice math and reading skills at home every night
- show my folder to my parents/guardians each night and bring it back to school each day
- treat teachers, staff, classmates, and school helpers with kindness and respect
- respect all school property and classroom materials

BUILDING VISITS

For safety reasons, all visitors must report to the office to sign-in and receive a visitor’s badge, which must be worn during the visit. Constructive parent/teacher communication is not possible while a teacher is supervising other students. Appointments for conferences can be scheduled at any time during the school year.

ARRIVAL

School hours are 8:55 – 3:05. Students are not to be on school grounds before 8:40 am. Our staff begins supervision at that time. If an emergency arises, please contact the office to make arrangements for your child to wait inside until 8:40. This is only for an emergency. Students enter the building at 8:40 when buses unload. If a student arrives at the building after the morning attendance and announcements he/she should report to the office and sign-in before going to class. If you know your child is going to be tardy, please call and let the office know. Unexcused Tardies Are Determined By School Administration.

DISMISSAL

If it is necessary for a student to leave school during the day, the parent should send a note to the office at the beginning of that day stating the time and reason for dismissal. Parents may then come to the office to pick up the student at the appointed time.

Walkers and students who are being picked up are dismissed after buses through the main doorways. Please arrange to meet your student outside the building. Remember that no cars are allowed in the front parking lot/driveway from 8:30 - 8:50 am and 3:00 - 3:15 pm due to bus line-up. No student will be allowed back into the building after 3:30 unless accompanied by an adult.

The office must be informed of any change in a student's dismissal procedure. (i.e. walking home instead of taking the bus, being picked-up by parent, etc.) This must be done through a written note, email or a call to the office. If a dismissal change involves 2 or more students, (i.e. student being picked up by another students' parent, etc.) a note must be written, email can be sent or calls to the office must be by the parents of all students involved. Students without notes will be sent home in the usual manner.

EMERGENCY DISMISSALS

District 145 understands the problems and inconveniences that effect families as a result of an early dismissal and therefore an emergency early dismissal rarely occurs. In the event of an emergency, parents are advised to develop an emergency child care plan in case an early dismissal is necessary. A friend, relative or neighbor should be available to accept your child if an emergency dismissal occurs.

In the event of a school cancellation, information will be available from the following sources, and you will receive a phone call from our new Alert Now System. Please make sure we have your correct phone numbers.

RIGHT TO TRANSPORT

At times, students board our busses and attend band concerts, assemblies, field trip and/or step up days at other facilities (such as the middle school) in our district. These events are listed on monthly calendars. We would also transport your child in case of evacuation emergencies

ATTENDANCE/EMERGENCY PHONE NUMBERS

Students are expected to be punctual and attend school regularly. Parents need to notify the school office by **8:30 am** on the morning that he/she is absent from school. The school phone number is 687-5822. **The attendance line is available 24 hours a day, 7 days a week at that number.** If no notice reaches the office, parents will be contacted to verify the absence. **For the safety of our students, parents must give the office current phone numbers where they can be reached during school hours. When contact information changes, immediately notify the school so that we can update our information system. Should your child become ill or injured, we need to be able to contact you.**

According to the Illinois School Code, just because a parent calls a child in sick to school, an administrator may deem the absence “unexcused”. Any personal absence from school, including vacation, will be marked as “unexcused”.

A student who misses classes for various activities or because of illness must assume the responsibility for making up his/her work. There will be one day allowed for make-up work, for each full day absence.

When a student must leave school prior to the end of the school day, it is required that the student’s parent /guardian personally pick the student up at school. All students leaving early must be signed out by the parent/guardian at least 18years or older and signed out through the main office. Students will not be called down to the mail office until the parent/guardian arrives in the building.

Students must be in attendance during the school day to participate in after school/evening activities or functions. A minimum of four class periods constitutes a full day of attendance.

Absences the last week of the school trimester may warrant the student does not have the full time allotted to make up absent work before the end of the trimester. Every attempt should be made by the student/parent to look up daily work on ALMA and turn the work in before the close of the trimester.

Student work will be collected after the third day of absence by parent/guardian request.

VACATIONS DURING THE SCHOOL YEAR

We strongly encourage parents to schedule vacations on or around school holidays as much as possible. In the event that this is not possible, teachers should be notified in advance and a plan should be developed to minimize the loss of instruction time. It is unrealistic to expect that large amounts of schoolwork be done on a family vacation. Therefore, except for some reading assignments, most work will be made-up after the vacation when the teacher has a better idea of what material has been missed. The teacher will judge what assignments are most important for the child to complete.

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 8 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day. The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of

the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. Family vacations are considered unexcused absences. Students are allowed to make up any missed homework, projects, and tests upon their return to school from an unexcused absence.
2. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
3. A protocol for excusing a student in grades 6 through 8 from attendance to sound Taps at a military honors funeral held in Illinois for a deceased veteran.
4. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
5. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
6. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
7. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
8. The identification of supportive services that may be offered to

truant, chronically truant, or 7:70 7:70 1 of 2 chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.

9. A process for the collection and review of chronic absence data and to: a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and b. Encourage the habit of daily attendance and promote success.

10. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.

11. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.

12. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, Student Records, as well as State and federal law concerning school student records.

13. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.

14. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

LEGAL REF.:

105 ILCS 5/26-1 through 18.

705 ILCS 405/3-33.5, Juvenile Court Act of 1987.

23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for

Religious Instruction/Observance), 7:190 (Student Discipline), 7:340 (Student Records)

Adopted: March 14, 2022

REGISTRATION

All registrations are processed through the Arbor Park District 145 office. The district address and phone number are listed in the back of this handbook.

INSURANCE

There are insurance policies available: 1) covering accidents at school or 2) 24-hour coverage with dental. Information explaining coverage and fees are available via the district website.

PARENT/SCHOOL COMMUNICATION

A calendar for each school year will be provided by District 145. The principal also sends home monthly calendars and newsletters.

Report cards are issued three times a year. Parent-teacher conferences are held in November; teachers will schedule a time to meet with the parents of each of their students. Of course, conferences may be scheduled at any time throughout the year by contacting the teacher.

CURRICULUM

The following subjects are taught in Grade 3 and 4 at Scarlet Oak School:

Reading	Math	Physical Education
Spelling	Computer Science	Music
English	Social Science	Art
Penmanship	Library Skills	Conflict Resolution

GRADING

Our grading scale is:

90%-100%	A	Indicates excellent work
80%-90%	B	Indicates work above average in quality
70%-80%	C	Indicates average performance

60%-70%	D	Indicates below average performance
59%-under	F	Indicates failure to meet requirements
INC		Indicates incomplete assignments; and must be made up within a reasonable amount of time as indicated by the teacher

Students and parents should understand that other factors enter into the final evaluation of a grading period, which can affect the grade. Some of these include: class participation, special projects and effort.

AFTER SCHOOL ACTIVITIES

During the school year, information will be sent home about any after school activities that will be offered. Parents are responsible for providing transportation for all after school activities.

LIBRARY

Failure to return the book or to pay for a lost book will result in withdrawal of library privileges until the obligation has been met. Charges for lost books are reinstated. If a lost book is returned, the charge is refunded. Damaged books that are not repairable must also be paid for so that a replacement can be purchased.

NO ZERO, ONLY HEROS

APSD 145 ADHERE TO A NO ZERO ACADEMIC POLICY. Students who are given a zero for homework assignment will be assigned a no zeros, only heroes placement. Students will be provided time during lunch or homeroom to complete the assignment. Notification will be sent to families when a no zeroes, only heroes placement is assigned. Homework at SOS is given on a limited basis, families should creating a fostering environment where the importance of completing school work is emphasized daily. Should your child be assigned a no zeroes, only heroes placement, a CPS-Plan B will also be written.

ALMA STUDENT INFORMATION MANAGEMENT SYSTEM

Arbor Park School district 145 uses an online student management system called ALMA. This application allows parents/guardians to acquire their child’s grades, attendance, assigned daily homework and instructional information at any time. Parents/guardians that have

difficulties getting online to view their student(s) grades are encouraged to contact the school office so that we can assist you.

FIELD TRIPS

At least one fieldtrip per grade level, which supports curricular objectives, will be scheduled during the school year. The field trip is reasonably priced. However, if a fee becomes a financial hardship, please contact the office. We want every eligible student to participate. Most field trip sites require payment in advance; therefore, students who do not bring in the permission form and fee by the scheduled deadline will not attend. The school attendance policy on the day of a field trip is the same as any other school day. A student will be counted as absent if not in attendance. Students who come to school but do not participate in the field trip will be assigned to another classroom during the field trip. If a student demonstrates consistently inappropriate behavior or has missing assignments prior to a field trip, he or she may be denied the opportunity to attend. Parents will be notified prior to the date of the trip. Every fall and spring, our 3rd and 4th grades go on a Fitness Walk around the neighborhood, under the supervision of our staff and parent volunteers. If chaperones are requested, they must be legal guardians/parents.

DRESS

Although there is no formal dress code, clothing should not be so extreme or immodest as to disrupt the educational environment. All students must wear shoes or sandals. Beachwear, bathing suits, or “flip-flops” are not allowed. In addition, students should not wear clothing that displays pictures or writing which is disrespectful or offensive to others or suggestive of illegal behavior for any age group. We also stress the need for warm outer attire during the cold weather months.

PERSONAL ITEMS

The school is not responsible for any personal items (i.e. toys, sports equipment, video games, jewelry, etc.) brought to school. We supply games and equipment for our students and thereby hope to avoid personal items being lost or broken. Your child’s classroom teacher may give special permission for “sharing” treasures from home. No weapons or items that can harm others are ever allowed.

BUS TRANSPORTATION

Bus routes, stops and schedules are the responsibility of the Transportation Coordinator, Mrs. Kris Fransen at (708)535-4520. Fees and schedules are explained through materials distributed during registration. If the decision is made by the parent to use bus transportation then the bus must be used on a daily basis unless permission is received from the Principal or the Director. In general, permission will not be given for a change unless extenuating circumstances exist. (Such as a change in child care arrangements). Change of transportation request forms can be obtained from the main office or found on the District website.

The bus driver is in charge of his/her bus. Students must remain seated at all times in the seat assigned to them by the driver. There should be no loud noise or other distractions for the driver. Students who do not follow the directions of the driver will be referred to the Principal. Bus transportation may be restricted for those who are unable to ride the bus safely.

Bikes must be stored with a lock on the bike rack and may not be ridden on the playground.

Parents transporting students should use the following procedures:

- Avoid the parking lot between 8:30 - 8:50, as well as 3:00-3:15 due to heavy bus traffic and students in the lot.
- Supervisors are posted outside. Please follow their direction.
- Please do not arrive before 8:30 a.m. for drop-off or before 3:05 p.m. for pick-up unless for a special reason. There is no teacher supervision before 8:30 a.m.
- Parking is allowed on Albert Drive to the East of the school at dismissal time only. No parking is allowed on Albert Drive in front of the building during 8:30-8:50 arrival or 3:00-3:15 dismissal.
- Please walk with your child from the car to school using the safety walkway across the parking lot. Please obey the supervisor/crossing guards at all times.

If a student is being picked up who usually rides a bus, the office must be notified by the parent to avoid confusion at dismissal time. Please do

not drive cars onto the playground at any time. This creates a hazardous situation.

BUS CONDUCT

Gross disobedience or misconduct providing grounds for suspension includes:

1. Prohibited student conduct as defined in the student Discipline policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Use of profanity.
5. Disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.
7. Upon receiving your third bus conduct report, a bus suspension will be assigned.

We request that students do not have anything hanging from their bookbag as this is a safety concern.

USE OF VIDEO CAMERAS ON SCHOOL BUSES

Videos cameras are used in each school bus in order to monitor conduct and maintain a safe environment for students and employees.

DISCIPLINE PROCEDURE

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

LUNCHROOM

Lunchtime at Scarlet Oak is a time for an orderly meal and conversation with friends. Students should:

- consume all food and drink in the lunchroom
- observe acceptable table manners
- stay seated until dismissed
- walk at all times in the lunchroom

- talk without yelling
- keep the table clean and dispose of all garbage when dismissed
- talk only to others at the same table
- raise their hand to ask for help

Any students without a lunch should notify the supervisor. Coats, hat and gloves should be brought to the lunchroom. Students will not return to the classroom before going outside.

Consequences for improper lunch or playground behavior may include any of the following depending on severity or frequency:

- loss of recess
- parent notification
- assigned seating
- lunch in PANS room (Plan A New Start)
- referral to the Principal

LUNCHROOM AND/OR PLAYGROUND PRIVILEGES MAY BE SUSPENDED, OR DETENTIONS ISSUED, FOR UNACCEPTABLE LUNCHROOM CONDUCT. IN ADDITION, UNACCEPTABLE LUNCHROOM CONDUCT MAY SUBJECT THE STUDENT TO ANY OTHER DISCIPLINARY MEASURES DESCRIBED IN THIS STUDENT HANDBOOK.

BUILDING USE

Scarlet Oak School is available for community use that does not conflict with school activities or holidays. Building Use applications and information are available on the District Website.

BIRTHDAY TREATS

Please make arrangements with the classroom teacher prior to sending any birthday treats to school. Edible treats must be individually wrapped and easy for your child to distribute to the class. It is recommended that the treats be purchased, commercially prepared items for food safety reasons. Because of allergy and medical restrictions the teacher must be consulted prior to providing treats to the school. Treats can be brought to the Office by you or your child in the morning before school. Treats can only be handed out to the class; extras can be brought back home or sent to the office. Extra treats that

are sent to the office will be put in the faculty lounge for the teachers. While birthday treats are acceptable, this is not to be considered a birthday party for your child. Visitors, balloons, party favors, etc., are interruptions of the educational process and are not permitted.

SPECIAL SERVICES

In order to provide support for students who may have special needs in our learning environment, we have the following specialists available to students: Speech Pathologist, Learning Disabilities Instructor, Psychologist, and Social Worker. In addition, a special Reading instructor and aides have been provided in our building under various State and Federal Grant Programs. If you have questions about eligibility for any of these services you may contact the Principal or the SES Director at the District Office. (687-8040)

HEALTH

1. Students who must take any type of medication during school hours must keep the medication in the Nurse's Office. A labeled prescription container and doctor's permission for administering the medication by school personnel must be submitted to the nurse for verification. A medication form must be obtained from the school nurse for the doctor to sign. Orders are to be renewed annually and submitted to the school.
2. Written permission from the parent or guardian of the pupil must be submitted requesting that the school district comply with the physician's orders.
3. A student may be excused from physical education activities upon the written recommendation of a physician stating the dates that the excuse is to cover. A parent excuse will not be accepted for more than a two-day period.
4. If serious injury or illness occurs while the student is at school, the nurse will be consulted and the parents notified.

IMMUNIZATIONS

All immunizations must be updated according to the State of Illinois standards which are as follows:

DPT 4 or more shots with the last being a booster given after the fourth birthday

POLIO 3 or more shots with the last being a booster given after the fourth birthday

MMR All school age children must provide evidence that they have received two doses of live measles vaccine. The first dose must be administered not earlier than 12 months of age and the second dose no less than one month later

VISION AND HEARING SCREENING

Students in third grade and all special education students are screened for vision and hearing difficulties each school year. Children in other grades are included if a problem is suspected. Parents are notified if a child does not pass either screening.

STUDENT CONDUCT

In order to reinforce behavior that promotes good citizenship, it is necessary that we establish and enforce rules for student conduct. This structure also creates an environment for optimum learning for our 300 + students based on pride, courtesy and respect for themselves and others.

Serious or chronic conduct violations will be brought to the attention of the principal; for example: theft, gross disrespect, defiance, vandalism, profanity, fighting, possession of a weapon or weapon-like object, or any illegal substance. Disciplinary actions may include: parent conference, restrictions of privileges, detention, suspension, probation, and expulsion.

CLASSROOM

Each teacher will establish clear rules of conduct for his/her classroom which set forth student expectations and necessary consequences for misbehavior as well as positive consequences for proper behavior. Come prepared each day to learn! Have all necessary supplies and materials, along with fully charged devices to ensure a successful academic day.

Since teachers often use different strategies, classroom procedures may vary. The important component is that the student understands what is expected. Teachers will bring to the parent's attention any serious or chronic behavior problems.

HALLWAYS

Since classes are usually in session when students are moving in the hallways and since large numbers of students must move in the hallways, it is important to establish the following hallway procedures for students:

- Classes should proceed in single file line, along the right side of the hallway
- Students should walk quietly when in the halls.
- Students should show pride in the school by helping to maintain a clean and uncluttered hallway.
- Students should always remain on the right side of the hallway.

PLAYGROUND

Students will use the playground, at recess and after lunch, except as a result of inclement weather or wind chill below 0 degrees F. Therefore, it is extremely important that students are properly dressed for weather conditions. If a child is deemed inappropriately dressed for the weather, they may be sent to the office.

Specific rules for our equipment are discussed in the beginning of the school year. Students who do not follow playground rules will have playground time restricted or taken away at the discretion of the playground supervisor or the Principal.

LUNCH MISCONDUCTS IN PANS ROOM

During lunch and recess the children are given check marks for inappropriate behavior. The first check mark given is a warning to stop behavior. Students are made aware of the check and the reason for the check. When the student receives a second check mark the warning letter is sent home. When the third check mark is given the student will eat their lunch in PANS (Plan a New Start) room, where there is a supervisor on duty. All check marks are erased at the end of each trimester and the student has an opportunity to start the new trimester with a clean slate.

Poor behavior is a distraction to the school environment. Please discuss with your student the importance of good manners, following school rules, and respect for others including classmates and teachers. Hopefully, this will remedy the problem.

OFF LIMITS

Certain areas surrounding the playground form the boundary of the playground and are off-limits to students during recess time.

- the sidewalk along Albert Drive.
- the embankments on the west and south
- parking areas
- blacktop area behind the school (east of the south doors)
- classroom window areas

Teachers will familiarize students with these "off limits" areas.

Before entering the building after recess, students will line up at the appropriate bell or supervisor whistle behind their room number, which is stenciled on the blacktop.

During inclement weather, recesses will be held in classrooms where students may talk with friends or play games provided in a classroom atmosphere. Classroom rules for inside recess are posted within each classroom.

SCHOOL GROUNDS

Only Scarlet Oak Students and Faculty can be on school grounds from 7:00am to 4:30pm. All visitors must report to the office.

STUDENT SUSPENSION

Due to the serious and legal nature of suspension it is necessary for us to communicate clearly the policies of the District 145 Board of Education in this area. These policies appear in this section. Please refer to the District website for current disciplinary updates from Illinois Senate Bill 100.

STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to the rights protected by the Federal and State Constitutions and laws as they may apply for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures

STUDENT DISCIPLINE

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

PROHIBITED STUDENT CONDUCT

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco materials.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal

drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.

- Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of this policy.
- Any threat by a student to a staff member’s person or property.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging students to engage in such conduct.
- Causing or attempting to cause damage to or stealing or attempting to steal—school property or another person’s personal property.
- Unexcused absenteeism: State law, Board policy or truancy control will be used with chronic and habitual truants.
- Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or a disruptive activity.
- Bullying.

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

- On or within sight of school grounds—before, during or after school hours or any other time when a school group is using the school.
- Off school grounds at a school-sponsored activity or event or any activity or event which bears a reasonable relationship to school.
- Traveling to or from school or a school activity, function, or event
- Anywhere, if the conduct may reasonably be a threat or an intimidation of a staff member or an interference with school purposes or an educational function.

DISCIPLINARY MEASURES

Disciplinary measures may include:

- Classroom-Level Interventions (hierarchical consequences, point systems, behavior plans)
- Notification of parent(s)/guardian(s)
- School-Wide Interventions (PBIS/CPS, restorative justice, rewards systems)
- Withholding privileges
- Seizure of contraband
- Personal counseling
- In-school suspension for a period not to exceed 5 school days
 - The building principal or designee shall ensure that the student is properly supervised
- Social Probations
- Behavior Interventions (Formal / Informal)
- Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed; a suspended student is prohibited from being on school grounds
- Suspension of bus riding privileges, provided that appropriate procedures are followed
- Expulsion from school and all school-sponsored activities and events for a definite time not to exceed 2 calendar years, provided that the appropriate procedures are followed; an expelled student is prohibited from being on school grounds.
- Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes—alcohol or weapons

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

A student who uses, possesses controls or transfers a weapon or any object that can be considered to be or looks like a weapon, shall be suspended for up to 10 days and/or expelled for a definite time period of at least one calendar year, but no more than two calendar years. The Board of Education, however, may modify the expulsion period on a case-by-case basis. A “weapon” means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to firearms, knives, guns, rifles, shotguns, brass knuckles, and

Billy clubs or “look-alikes” of these objects. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

IN-SCHOOL SUSPENSION

Students who consistently choose to be disobedient, disruptive, or disrespectful to fellow students or staff; may be required to serve an "in-school" suspension. Students will be in attendance and will complete all assignments in an alternative setting to the classroom under staff supervision. Parents will be notified both by phone and in writing of the circumstances and the suspension. This action will not be reflected in the student's permanent record.

SUSPENSION PROCEDURES

The following are suspension procedures:

1. 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.
2. 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 of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall 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 a notice shall be given to the Board of Education.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student'

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.

5. A post suspension conference will be held upon return to school with administration, social worker, student(s) involved and parent/guardians. Post suspension interventions will be assigned accordingly during the conference.

EXPULSION PROCEDURES

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall 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.
2. During the expulsion hearing, the student and his or 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 if the case is heard by a hearing officer, shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged.
3. If a hearing officer is appointed, she/he shall provide a report to the Board that includes a written summary of the evidence presented at the hearing. After presentation of the evidence (if the Board hears the case) or consideration of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate. The hearing officer or the Board will provide the parent(s)/guardian(s) with the reasons for the expulsion and the date on which the expulsion is to become effective.

MISCONDUCT BY STUDENTS WITH DISABILITIES

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The district will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions and use them as a non-binding reference. The Superintendent may designate at least one staff member as a behavioral intervention consultant who shall oversee the implementation of this policy. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by or presentation to the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available upon request of the parent(s)/guardian(s). Students without disabilities will also be assigned behavioral interventions in conjunction with Illinois Senate Bill 100.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The district shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA), the Illinois School Code and their respective rules and regulations when disciplining students with disabilities.

BULLYING

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." -D. Olweus (For more information regarding bullying go to www.olweus.org)

This definition includes three important components:

1. Bully is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavioral repeated over time.
3. Bullying involves an imbalance of power or strength.

Forms of Bullying (Not limited to)

Physical Aggression	Racial and Cultural Harassment
Social Aggression	Sexual Violence
Verbal Aggression	Stalking
Written Aggression	Public Humiliation or set up of public humiliation
Cyber bullying	Intimidation
Sexual Harassment	Retaliation for asserting or alleging bullying

Concerns should be brought to the classroom teacher's attention immediately.

The Board of Education of Arbor Park School District 145 adopted a policy that prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

The purpose of this policy is to ensure, to the greatest extent possible, that no student will be subject to any bullying and to otherwise secure a safe, orderly and respectful environment that promotes teaching and learning. This policy also includes a definition of Bullying that will ensure consistency in the enforcement of the Bullying Policy in the school.

Bullying is any type of conduct that may:

1. Reflect a coercive imbalance of power; AND
2. Is severe, pervasive and often purposeful and repeated; AND
3. Places an individual in (a) reasonable fear of substantial detrimental effect to his or her person or property; or (b) to otherwise substantially interfere in a student's academic performance or ability to participate in any school related activity. The Illinois legislature defines "Bullying" as meaning: "Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:
 1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school." 105 ILCS 5/27-23.7(b)
5. Arbor Park School District 145 does not subscribe to a no zero tolerance policy. Please refer to Illinois Senate Bill 100 on the District website.

For purposes of this Policy "Conduct" may include:

- physical acts, such as inappropriate, unwanted, uninvited, or injurious
- physical contact with another; stalking; sexual assault; and destruction or damage to property of another;
- written and electronic communication of any type that incorporates
- language or depictions that would constitute bullying, using any medium (including, but not limited to, cell phones, computers, websites, electronic networks, instant messages, text messages and emails);
- verbal threats made to another, blackmail, or demands for protection money;
- non-verbal threats or intimidation such as aggressive or menacing gestures;
- direct or indirect, relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone's reputation;
- any of the above conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.

In addition to that conduct described above, examples of conduct that may constitute bullying include the following:

- blocking access to school property or facilities;
- stealing or hiding or otherwise defacing books, backpacks or other personal possessions;
- repeated or pervasive taunting, name-calling, belittling, mocking put-downs, or demeaning humor relating to a student's race, color, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them,

that could reasonably be expected to result in the disruption of school activities or that results in a hostile educational environment for the student.

Conduct that would not ordinarily be considered bullying for purposes of this policy includes:

- mild teasing
- trading of insults
- the expression of ideas or beliefs (expressions protected by the First Amendment), so long as such expression is not lewd, profane, or intended to intimidate or harass another.

Our school has a curriculum about social skills that sets rules for civility, courtesy and responsible behavior to address conduct of this type.

The examples set out in this policy are meant to be illustrative and are not exhaustive of conduct that may or may not be considered "Bullying." Nor are they intended to limit the exercise of discretion granted to school administrators under Sections 5/10-20.12(d) or 5/10-22.6 of the School Code for addressing instances of student misconduct.

Bullying is NOT acceptable and is strictly prohibited. Bullying conduct that is covered by this Policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops, or when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. A student's bullying conduct also may be addressed through any other behavioral interventions.

Any student who is a bystander to any bullying conduct and who fails to take any action to discourage the bullying conduct also may be subject to appropriate discipline. No student shall be retaliated against for reporting bullying conduct. Any student who is determined to intentionally have falsely accused another of bullying shall be subject to appropriate discipline.

The highest risk locations for bullying to occur are:

- on the school bus
- walking to and from school
- on school playgrounds
- in school cafeterias, locker rooms, and In bathrooms
- through use of the Internet and cellular phones

This policy applies to bullying that may occur at any of these locations, but is not limited to these locations.

For purposes of this policy, a bystander to bullying is a witness to bullying conduct and may be considered to be aiding or abetting the bully. This aiding and abetting includes, but may not be limited to, standing idly by or otherwise actively encouraging the bully.

It is the responsibility of the school staff to use violations of the school rules as opportunities to help students improve their social and emotional skills, accept personal responsibility for their learning environment and understand consequences for poor choices and behaviors. In determining the appropriate response to or discipline of students who engage in bullying behavior, the school's administration will consider the following:

- the ages and maturity of the students involved;
- the type, frequency, severity and patterns of behaviors;
- the context in which the incidents occurred;
- any other relevant circumstances.

In this regard, this policy recognizes the sound principles of remediation measures and restorative justice and encourages application of these principles in any response or discipline that may be imposed.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. An employee, District agent or student engages in sexual harassment whenever he/she makes unwelcome 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:
 - a. substantially interfering with a student’s educational environment
 - b. creating an intimidating, hostile or offensive educational environment
 - c. depriving a student of educational aid, benefits, services or treatment
 - d. making submission to or rejection of such unwelcome conduct the basis for academic decision affecting a student.

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

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the building Principal, teacher, or social worker. Students may choose to report to a person of the student’s same gender. Complaints will be kept confidential to the extent possible given the need to investigate. 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 or Assistant Building Principal for appropriate action.

SOS EMERGENCY CLOSING INFORMATION

In the event of inclement weather, the superintendent will make the decision whether or not school will be closed/remote. As soon as the decision is made each Scarlet Oak School family will receive an Alert Now message informing them of the school closing or remote learning. Families can also check the district website **www.arbor145.org** for school closing/remote learning information as well as the following media outlets:

WGN radio 720 and WBBM Newsradio78

CBS 2, NBC5, ABC7, WGN, FOX and CLTV

www.emergencyclosingcenter.com

BOARD OF EDUCATION

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**Board of Education Meetings are held
on the fourth Wednesday of every month.**

DISTRICT ADMINISTRATION

Dr. Andrea Sala- Superintendent of Schools
Mr. Andrew Ziegler- Assistant Superintendent of Finance
Dr. Eliza Lopez -Assistant Superintendent of Student Support Services
Ms. Camille Hogan- Director of Teaching and Learning
Mr. Termunde- Chief Technology Officer

Arbor Park School District 145 Administrative Center

17301 Central Ave. Oak Forest, IL 60452
(708) 687-8040 FAX (708) 687-9498

SCARLET OAK SCHOOL ADMINISTRATION

Mr. Tom Flynn, Principal

Scarlet Oak School

5731 Albert Drive Oak Forest, IL 60452-4517
(708) 687-5822 FAX (708) 687-4292

Rules established in this handbook may be asserted by students to create certain contractual or property rights. It may be in the district's interest to create contractual or other rights between the student and the school district. The handbook is intended to describe the school, its current practices, procedures, rules, and regulations. It is subject to Board Policy which may be modified.