

# **GCMS Elementary School**

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**Student Handbook  
2018-2019**

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## 2018 - 2019 Calendar Dates

August 2	Registration (8:00 am – 12:00 and 3:00 pm - 7:00 pm)
August 3	Registration (New Student by Appointment)
August 6-7	New Staff Induction Orientation (8:30 am – 3 pm)
August 9	Kindergarten Roundup (5:30 pm)
August 9	6 <sup>th</sup> grade Transition and Social Night (Middle School 5:45 pm – 7:45 pm)
August 13	Freshmen Transition Day (3:30pm – 6:30 pm)
August 13	Back to School Bash – (6:30pm – 8:30 pm)
August 15	Teacher Institute
August 16-17	Student attendance (students dismissed at 2:20, Teacher Workshop (2:20 – 3:35)
September 3	Labor Day – No School
September 14	Mid-Term of 1 <sup>st</sup> Quarter
September 21	SIP day (Student dismissal @ 11:30 AM) (Teacher meetings 12:15 - 3:30)
September TBD	Homecoming
October 5	Teachers Institute
October 8	Columbus Day – No School
<b>October 19</b>	<b>End of the 1<sup>st</sup> Quarter</b>
October 24 & 25	(Student Dismissal @ 2:20) Two Nights of Parent/Teacher Conferences (4:15 pm – 8:00 pm) Report Cards Distributed
October 26	No School
November 9	SIP day (Student dismissal @ 11:30 AM) (Teacher meetings 12:15 - 3:30)
November 9	Veteran’s Day Program
November 16	Mid-Term 2 <sup>nd</sup> Quarter
November 20	Early Dismissal (Student and staff dismissal 2:20)
November 21 - 23	Thanksgiving Vacation – No School
<b>December 21</b>	<b>End of 2<sup>nd</sup> Quarter - (Early dismissal for students and staff – 2:20)</b>
December 22 – January 6	Winter Vacation
January 7	Teacher Institute
January 8	Student Attendance Resumes
January 21	Martin Luther King Holiday Observation – No School
February 8	Mid-Term 3 <sup>rd</sup> Quarter
February 15	SIP day (Student dismissal @ 11:30 AM) (Teacher meetings 12:15 - 3:30)
February 18	Presidents’ Day - No School
<b>March 8</b>	<b>End of 3<sup>rd</sup> Quarter</b>
March 25 – March 29	Spring Break
April 18	Mid-Term 4 <sup>th</sup> Quarter
April 18	SIP day (Student dismissal @ 11:30 AM) (Teacher meetings 12:15 - 3:30)
April 19-22	Spring Holiday
May 18	High School Graduation
May 27	No School – Memorial Day
June 3	Last full scheduled day of student attendance – (Early Dismissal 2:20)
June 3	Report cards distributed – Tentative (Based on Emergency Days Used)
<b>June 3</b>	<b>End of the 4<sup>th</sup> Quarter</b>
June 4	Teacher Institute – Tentative (Based on Emergency Days Used)

**Note: 5 emergency days are built into this calendar. We will take one day off the end of the year for each unused emergency day. Please, do not plan vacations/appointments/personal days/etc. before the last day on the calendar. Plan to be in attendance through June 3(Students) and June 4 (Staff).**

GCMS ELEMENTARY SCHOOL  
TENTATIVE FACULTY AND STAFF

ADMINISTRATION

Justin Kean – Principal  
Staci Lindelof – Assistant Principal

SECRETARY

Becky Coad  
Tammy Zehr

KINDERGARTEN

Mary Laughery (K1)  
Mary Giroux (K2)  
Stephanie Kallal (K3)  
Amanda Gooden (K4)

GRADE 1

Judy Rutledge (1A)  
Cortney Davis (1B)  
Cindy Petersen (1C)  
Maureen Keigher (1D)

GRADE 2

Blair Adwell (2A)  
Joanna Willis (2B)  
Katie Speck (2C)  
Nicole McNary (2D)

GRADE 3

Katie Peterson (3A)  
Evon Fredrickson (3B)  
Erin McComas (3C)  
Jenny Acree (3D)

GRADE 4

Sara Frankie (4A)  
Cheryl Hasenauer (4B)  
Zach Louret (4C)  
Kristine Rousseau(4D)

GRADE 5

Montana Ford (5A)  
Jordan Ryan (5B)  
Dustin White (5C)  
Tammy Seneca (5D)

ART

Rachel Quanstrom

PHYSICAL EDUCATION

Chrystal Little  
Michael Schwenk

LIBRARIAN

Jessica Titus

General Music

Jennifer Keefe

COMPUTER

Walker Willis

SOCIAL WORKER

Linda Schmitt

SPECIAL NEEDS

Staci Ward  
Melissa Nickols  
Gaye King  
Cathy Cope  
Stephanie Hahn  
Allison Case  
Staci Ward  
Kristin McDonald

EARLY CHILDHOOD

Caitlin Heap

INTERVENTIONIST

Debbie Hohulin  
Karen Fairley

PRE K

Angie Testory

PARAPROFESSIONALS

Barb Bleich  
Megan Forster  
Lisa Lange  
Garrett Rigsby  
Natosha Wooton  
Kim Young  
Sandy Hathaway  
Sherrie Knerr  
Eva Hood  
Stacy Grauer

CUSTODIANS

Sharon Butler  
George Milligan  
Jim Angelos

KITCHEN STAFF

Raymond Goin  
Bobbi Kauffman  
Sandy Freehill  
Uyen Littell

SPEECH

Pam Adkins  
Annette Fairchild

OT/PT

Heather Walder  
Sarah Uden

NURSE

Jen McMullin

COMMUNITY LIASON

Cathy Walker-Steidinger

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## **GENERAL DISTRICT INFORMATION**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the Unit Office, located at:

**GCMS CUSD #5  
307 N. Sangamon Ave.  
Gibson City, IL 60936**

The School Board governs the school district, and is elected by the community. Current School Board members are:

**Mr. Josh Johnson – President  
Mr. Phil Whitehouse – Vice President  
Mr. Tyler Young – Secretary  
Mr. Steven Swearingen  
Mr. Adam Elder  
Mrs. Emily Tucker-Davis  
Mrs. Miranda Leonard**

The School Board has hired the following administrative staff to operate the school:

**Mr. Jeremy Darnell – Superintendent  
Mr. Justin Kean - Principal**

The school is located and may be contacted at:

**GCMS Elementary School  
902 N. Church St.  
Gibson City, IL 60936  
217-784-4278 (phone)  
217-784-4782 (fax)**

### **DISTRICT MISSION STATEMENT**

The vision of the Gibson City-Melvin-Sibley Unit #5 School District is to create a community of life-long learners by providing an atmosphere of enthusiasm, excellence, and respect.

### **EDUCATIONAL PHILOSOPHY**

The members of the Gibson City-Melvin-Sibley Community Unit School District #5 School Board, as legal officials of the State of Illinois, duly elected by the people of our district, are obligated to the youth and adults of our district to ensure that their educational needs are met in the best possible manner. We exhibit leadership in all endeavors to improve the district's educational program and facilities.

We believe that the educational program should provide each student with the opportunity to develop to his/her fullest capacity in the areas of mental, physical and emotional needs. We will strive to provide the citizens of this community with the most complete educational program possible.

## **PRINCIPAL'S MESSAGE**

Greetings! It is with great excitement that I welcome you to the new school-year. I feel very blessed to be a part of the great things going on at the elementary school and in the district as a whole, and I trust that you are as eager for the upcoming year as I am.

Here at the elementary school, the staff and I take seriously our role in setting the foundation for the education of the children that we serve. We will strive to create and maintain an environment where children and their families feel welcome, valued, and safe.

In order to uphold the mission of GCMS CUSD #5, we must have high expectations in regards to academics, character, and behavior. This handbook serves to inform you of the expectations, rules, and procedures in our building. Please make an effort to read through the handbook and discuss it as a family.

We value the participation of parents and the community in the education of the students in our building. With the strong support of the home and community, our kids will thrive.

Thank you very much for your time, effort, and support. I look forward to a great year at the elementary school, and I can't wait to see and work with your kids. Please do not hesitate to call with questions as they arise.

Sincerely,

Justin Kean  
Principal  
GCMS Elementary  
(217) 784-4278  
kean.justin@gcmsk12.org



# GENERAL SCHOOL INFORMATION

## OFFICE HOURS

During the school year the office hours are 7:30 a.m. to 4:30 p.m., Monday through Friday. The office is closed during all official school holidays, snow days, and some institute days. The office is also closed the month of July.

## ARRIVAL/DISMISSAL

The school day begins at 8:15 AM. **Parents should not bring their children to school prior to 7:30 AM because there is no supervision present and the building will be locked.** Students should enter the building through the circle drive or Lott Boulevard entrance and go immediately to the cafeteria until they are released to go to class. Children are not allowed in the classroom section of the building before school without prior permission.

Kindergarten and ECE\_students are dismissed at the north end of the building on 17<sup>th</sup> street at 3:10 PM. 1<sup>st</sup> Bus students are dismissed at 3:18 PM. 2<sup>nd</sup> bus students and all “walkers” are dismissed at 3:23 PM.

- Parents who are picking their children up are asked to be on time so that children are not left unattended. Children are also not allowed to loiter or play on the playground after school is dismissed, but rather should leave the school premises immediately unless other arrangements have been made in advance.
- All children being dropped off or picked up at the Lott Boulevard entrance should be from the southbound lane of traffic (west lane) to avoid having children cross a lane of traffic and run the risk of being struck by a car. Similarly, parents dropping children off or picking up children on Church Street should do so only in the right hand lane (east lane) to avoid forcing children to cross a lane of traffic.
- No child should be dropped off, picked up, or cross a street in the middle of the block. Rather, they should cross only at the corners where stop signs and/or crossing guards protect the intersections.

## EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to any local radio (WGCY 106.3), television station (WCIA), and school social media (Facebook, School Website) to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

- For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal.
- If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Cross-Reference: PRESS 4:170, <i>Safety</i>
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## EQUAL OPPORTUNITY AND SEX EQUITY

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Jeremy Darnell, Superintendent at 217-784-8296.

Cross-Reference:

PRESS 7:10, *Equal Educational Opportunities*

PRESS 2:260, *Uniform Grievance Procedure*

### **PARENT COMMUNICATIONS**

Communication between parents and teachers is encouraged. Teachers are requested to contact the home about student problems and praises whether they are academic, physical, social, or emotional. Parents are also encouraged to contact teachers with any concerns or praises. Teachers are actively teaching throughout the day. Phone messages will be delivered to teachers and they will make return contact at their earliest convenience. Teachers are available during prep periods or other time without students, but this can vary according to the day of the week. You will find teachers' e-mail addresses on the district website: [www.gcmask12.org](http://www.gcmask12.org). The school office will assist you in making contact with faculty members.

### **SCHOOL VISITATION RIGHTS**

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

Cross-References:

PRESS 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*

PRESS 8:95-E2, *Verification of School Visitation*

### **SCHOOL VOLUNTEERS**

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

Cross-Reference:

PRESS 6:250, *Community Resource Persons and Volunteers*

### **UNIFORM GRIEVANCE PROCEDURE**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State of Illinois, federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. 2000 et seq.;

6. Equal Employment Opportunities Act (Title VII of the Civil Right Act), 42 U.S.C. 2000e et seq.;
7. Sexual harassment (Illinois Human Right Act, Title VII of the Civil Right Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and safety Act, P.A 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 93-591;
12. Provision of services to homeless students.
13. Illinois Whistleblower Act.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint is filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as to the Complaint Manager. Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the School Board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The

failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

The Complaint Managers are:

**Chris Garard – High School Principal**

**Kyle Bielfeldt – Middle School Principal**

**Justin Kean – Elementary School Principal**

**Jennifer Deschepper – High School/Middle School Social Worker**

**Linda Schmitt – Elementary School Social Worker**

### **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door or the East door by the office and proceed immediately to the main office. Any parent or student who enters or leaves the building after 8:15 AM or before 3:23 PM must sign in/out at the office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location (including while visiting on the playground). Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

Cross-reference:

PRESS 8:30, *Visitors to and Conduct on School Property*

# **RESIDENCY-ADMISSION-WITHDRAWAL**

## **REGISTRATION PROCEDURE**

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

- A certified copy of the student's birth certificate.
  - a. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
- Proof of residence.
- Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy.
- 2<sup>nd</sup> grade will need a dental exam

## **KINDERGARTEN REGISTRATION**

A child must be five years old on or before September 1st of the year he or she enters kindergarten. The following forms must be on file in the Elementary office by October 15:

- Physical form (including immunizations)
- Dental check/screening form
- Vision check/screening form

## **HOMELESS CHILD'S RIGHT TO EDUCATION**

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

- (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Cross-References:

PRESS 6:140, *Education of Homeless Children*

PRESS 6:140-AP, *Education of Homeless Children*

## **RESIDENCY**

Only students who are residents of the District may attend a District school (unless board approval is given). A student's residence is the same as the person who has legal custody of the student.

## **STUDENT TRANSFERS**

Parents are requested to notify the school office if it becomes necessary for a student to transfer to another district. Upon request by the new school, the GCMS cumulative records and health card will be forwarded.

Students are responsible for turning in all school property and paying all fees owed to the school district before leaving.

## **STUDENT SERVICES – ACADEMIC INFORMATION**

### **STUDENT RECORDS**

Parents or guardians of GCMS Elementary School students have the right to access and review educational records as prescribed by the Federal Education Records and Privacy Act and the Illinois School Student Records Act. Parents have the right to direct the school district to withhold the publication of directory information.

Federal law permits the school district to disclose personally identifiable information in the student’s education records to ‘school officials with legitimate educational interests.’ School officials include persons employed by the district as an administrator, supervisor, teacher, or support staff member (including but not limited to transportation personnel) or a person, agency, or company with whom the District has contracted, or otherwise arranged to perform a special task or service... Such individuals have a legitimate educational interest if she/he needs to review an education record in order to fulfill his or her professional and/or official responsibility.

### **GRADING/REPORT CARDS**

Report cards will be sent home with students within one week of the end of the quarter, unless otherwise stated by the district. Parents and students are encouraged to access Lumen (student data system) for constant updates on academic progress.

### **GRADING SCALE**

<u>1st-2nd All subjects</u>	<u>GRADE 3 CORE SUBJECTS</u>	<u>GRADES 4-5 ALL SUBJECTS</u>
93-100 E=Excellent	92-100=A	92-100=A
72-92 S=Satisfactory	83-91=B	83-91=B
61-71 N=Needs Improvement	72-82=C	72-82=C
0-60 U=Unsatisfactory	63-71=D	63-71=D
	0-62=F	0-62=F

### **GRADE 3 FOR ART, HEALTH, MUSIC AND HANDWRITING**

E=Excellent  
S=Satisfactory  
N=Needs Improvement  
U=Unsatisfactory

### **HONOR ROLL**

Students in grades four and five are recognized at the end of the school year if they have maintained honor roll status of the four grading periods. To achieve Principal’s Honor Roll, a student must:

- Maintain a B average in reading, math, science, language arts, social studies, and spelling.
- May not receive any grade below a C in any of the named subjects.
- It should be understood that the Honor Roll is figured each grading period and is not an average of the four grading periods.

A quarterly honor roll will also be posted. This will be a list of those fourth and fifth grade students who had a B average with no grade below a C in the subject identified above.

An honor roll is published each nine weeks for students in 4<sup>th</sup> or 5<sup>th</sup> grade who have maintained a “B” or better average for that nine-week grading period and no grade lower than a C. Subjects used in figuring the honor roll

are reading, math, science, language arts, spelling, social studies. In addition, any student that has an “A” average will receive recognition for high honors.

### **PROGRESS REPORTS**

Student progress reports will be sent during the midterm of each grading period for students with a D or F, a needs improvement, or unsatisfactory.

### **LUMEN**

Lumen is a secure, online service for grades and student information. Teachers post grades from our electronic grade book to Lumen. Like report cards, activation codes for Lumen will be going to the custodial parent. In the case of divorce or separation, please create a Lumen screen name and password that you can share. Teachers are expected to keep grades up to date weekly. If you discover a discrepancy, please notify the teacher. Mistakes are unfortunate, but happen. As always, your assistance is appreciated. If you have a child in an elementary special education class, you may see a regular education class listed for them, but their grades won't be there. Please see the respective special education class or consult with your child's teacher.

### **PROMOTION AND RETENTION**

The educational program should provide for the continuous progress of students from grade to grade, with students spending one year in each grade. Some students may benefit from staying a second year in the same grade and some students will be required to repeat a year in the same grade if certain expectations are not met. Such retention may be considered when any one or more of the following conditions are met:

1. A student is achieving significantly below grade-level expectations.
2. A student would greatly benefit (in consultation with admin, teachers, and parents) from another year at the grade level.
3. A student has missed a significant portion of the school year.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Teachers who are considering retention as an option are encouraged to notify parents of this possibility prior to the end of the 3<sup>rd</sup> grading period. A meeting between the teacher and parents will be established to discuss the pros and cons of retention. Though parents will be involved in the discussion, the final decision to retain a student will rest upon the teacher and/or administration.

Cross Reference: PRESS 6:280, <i>Grading &amp; Promotion</i>
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### **RECESS/PHYSICAL EDUCATION**

GCMS Elementary School is fortunate to be able to offer Physical Education to children every day. Parents and children are encouraged to take advantage of this opportunity to promote health and fitness. Students need to wear proper gym shoes to be able to participate. If they do not wear this type of shoe every day, they are encouraged to keep a pair in their hall locker so they have them when they need them.

Students who need to modify their activity, or be withheld from all activity in Physical Education due to an injury or illness, should present a note explaining the nature of the problem and in what way the activity needs to be modified or adapted to fit the needs of the student. Should the injury or illness require several days of modification or inactivity a doctor's note should be provided to the teacher. Based on the doctor's

recommendations the physical education activities or recess period will be modified to address any limitations.

A thirty-minute (30) recess is provided to all students daily. In addition, kindergarten students will have an additional recess period in the afternoon. Students are expected to take advantage of the recess and play period and will be required to go outside for play, except on rainy days or when the temperature outside makes it unsafe. Parents should be sure their children have the proper attire for playing outside in cold weather, including coats, gloves, hats, and boots. Children who do not have these items may be kept inside during their recess period.

Children who must stay inside because of a recent or chronic illness should present a written note, signed by a parent or guardian, to their teacher explaining the reason for the request. If the request is for a prolonged period, or if made repeatedly, a doctor's note may be required.

### **FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES**

The school establishes fees and charges to fund certain school activities and specific classes. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 217-784-4278.

Cross-references:

PRESS 4:110, *Transportation*

PRESS 4:140, *Waiver of Student Fees*

PRESS 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*

PRESS 4:140-E1, *Application for Fee Waivers*

PRESS 4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*



## **INTERNET ACCEPTABLE USE**

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data

resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message

is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

- e. Use of the School District's email system constitutes consent to these regulations.

Cross Reference:  
PRESS 6:235, *Access to Electronic Networks*

### **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES**

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

Cross-references:  
PRESS 7:140, *Search and Seizure*  
PRESS 7:190-AP7, E1 *Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting*

### **Exhibit – Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting**

Re: When may school officials require a student to share the content from his or her account or profile on a social networking website?

Dear Parent(s)/Guardian(s):

State law requires the District to notify students and their parents/guardians of each of the following:

1. School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of *social networking website* include Facebook, Instagram, Twitter, and ask.fm.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Please contact the school if you have any questions.

Sincerely,

Justin Kean, Principal

Cross Reference:  
PRESS 7:140-E, *Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting*

## **STANDARDIZED TESTING**

Students and parents/guardians should be aware that students in grades K-5 will take standardized tests throughout the year (MAP all grades and PARCC in grades 3-5) . Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school’s ability to continue to prove its success in the state’s standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

Cross-Reference:

PRESS 6:340, *Student Testing and Assessment Programs*

## **STUDENT RECORDS**

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

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

- 1. The right to inspect and copy the student’s education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

- 2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official-committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

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

**5. The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address

- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

**6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.**

**7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605**

Cross-reference:  
PRESS 7:340. *Student Records*

**TEACHER QUALIFICATIONS**

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

- Whether the teacher has met State certification requirements
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived
- The teacher’s college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications

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

Cross-References:

PRESS 5:190, *Teacher Qualifications*

PRESS 5:190-E1, *Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications*

## **STUDENT SERVICES – ATTENDANCE INFORMATION**

### **ATTENDANCE**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

### **MAKE-UP WORK**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school may not be allowed to make up missed work.

Schoolwork missed during an absence must be made up in a timely manner. Generally, children have the same number of days they were absent from school to complete their makeup work (if they were absent 2 days they have 2 days to complete their makeup work). Please request your child's homework at the time you phone in their absence. Homework can be picked up in the office after school or it can be sent home with a sibling. (Extenuating circumstance, such as prolonged illness, hospital stays, or chronic conditions may require rules to be adjusted to fit the existing needs of the student and family.)

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVATION**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:

PRESS 7:80, *Release Time for Religious Instruction/Observation*

## **STUDENT ABSENCES**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS<sup>1</sup>, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's 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. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return.

The GCMS Elementary School attendance policy allows up to 5 phone-in illness days per semester. Absences supported by doctor's notes, funerals, or court dates, do not count towards these 5 days. Parents may receive a phone call or a notification letter when their child has accumulated five (5) such days as a reminder of the school policy. Once a student has reached the limit of five (5) days of absence, all future absences will be recorded as unexcused. **The State of Illinois defines a child as a "chronic truant" if they have been unexcused absent for 5% of the possible school days, ie., 9 days of a 180 day school year, and can be reported to the Ford County Regional Office of Education.**

**Absences considered excused include:**

- Illness (**A doctor note is required for prolonged or repeated absences**)
- Death in the immediate family/funeral
- a doctor/dentist appointment supported with a note from the doctor confirming the date and time of the appointment
- School sponsored field trips or when representing the school
- Family emergencies or other situations deemed by the principal or assistant principal to warrant being excused
- Court dates
- Religious holy days confirmed in advance in writing

**Examples of Unexcused Absences:**

- Over sleeping
- Missing the school bus
- Unexplained family emergencies
- Absences not supported by a phone call and/or a note of explanation
- Out of school suspension

The school may require documentation explaining the reason for the student's absence.

When a child is absent from school, it is the responsibility of the parent or guardian to report their child's absence to the school.

- Call the school prior to 9:00 AM to report the student's absence, 217-784-4278 or 217-784-4279. A secretary will take your call or it will be recorded on an answering machine that is on 24/7.
- Upon their return to school, the student must bring a note to their teacher, signed by the parent/guardian, explaining the reason for their absence. Please attach any doctor-supported illnesses with a note from the doctor to avoid the illness day counting against the five-day maximum.



- If a call or note is not received explaining the reason for missing school, the absence will be recorded as an unexcused absence.

### **Prearranged Absences**

If your child has a scheduled doctor's/dentist appointment, please send a note to the teacher in advance stating the time and reason for the absence. If they leave school early, the parent or guardian must sign them out in the office before leaving, and should they return to school before the end of the school day, they must sign back in at the office.

It is the position of the District to discourage requests for excused absences for such things as vacations, visiting relatives, hunting and fishing trips, shopping trips, etc. With that being said, the school will grant up to five (5) days per school year for prearranged absences. **The following procedure should be followed when preparing for a prearranged absence:**

- **Please provide to the principal or assistant principal, a written note in advance, clearly indicating the reason for the absence request and the dates your child will be absent from school.**
- **Proper inquiry to the teacher seeking missed worked in advance of the absence must be made.**
- **The principal and/or assistant principal will consider extenuating circumstance.**

### **Illness (at school) Procedures**

Students who get sick at school will be sent to the office, and the school nurse will evaluate them and parents will be notified, if necessary.

1. Students with a temperature over or near 100\*, or who have vomited, will be sent home.
2. **Please remember, it is very important to keep an up-to-date telephone number, and an emergency number, on file with the office where parents can be reached.**
3. Students will not be sent home if there is no one there to care for them.
4. Children should not return back to school until they are well (**free of fever for 24 hours without medicine**).
5. **Students who leave school because of illness or an appointment must be signed out in the office by a parent or guardian.**
6. A student who is sent home by the nurse will not be required to see a doctor to deem the absence as an excused absence.

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

### **Guidelines for Perfect Attendance**

At the end of each school year, the GCMS Elementary School honors those children who have received perfect attendance for the school year. By definition, to achieve this award, a child may not record more than ½ day of excused absence, or more than five tardy days for the school year, regardless of the reason. The Lumen School Attendance record will be used to determine whether a child qualifies or not.

- Please do not send your child to school ill so that they can qualify for perfect attendance. We celebrate perfect attendance to show that we do value a child coming to school, but we do not wish for your child to be here when they are truly sick and can pass it on to other students.

### **Tardy Policy**

Being tardy to school is very disruptive to the educational environment, literally forcing the teacher to start the day over and give their attention to the tardy student rather than the entire class. The GCMS Tardy Policy

is as follows:

- Students who arrive to school after the 8:15 bell has rung are considered tardy and must sign in at the office before proceeding to class.
- After five (5) days of unexcused tardiness per semester, parents may be notified in writing explaining the school policy and acknowledging the number of tardy days their child has acquired by attaching a copy of the student's attendance record to the letter.
- Once a child has accumulated 10 unexcused tardy days within a semester, a parent conference may be requested with the principal or assistant principal. If the parent fails to attend the established conference, the student can be assigned a one-hour lunch/recess detention.
- If a student acquires 15 tardy days within a semester, they and their family will be referred to the Ford County Regional Office of Education/Truancy.
- Extenuating circumstance may exist and will be considered by the principal and/or assistant principal.

# STUDENT BEHAVIOR AND DISCIPLINE

## APPEARANCE CODE

In an effort to address concerns for student safety and welfare, to create a learning environment with minimal distractions, and to reinforce the values of modesty and civility, the teachers and administration will be responsible for enforcing this dress code fairly and reasonably. It is not our intent to prevent self-expression or exercise unreasonable control over students; however, current trends seem to favor certain modes of dress which are inappropriate for school, causing distractions to the learning environment, and sometimes putting the students in situations not intended for them.

Students' dress for school, school activities, and school-related trips should be reasonable, reflect good taste, and be agreeable to the school sponsor/administration. Any mode of dress or appearance (including hairstyle and/or color, contact lens style and/or color, visible tattoos, and body piercing) that is disruptive to the safety or educational environment of our school will not be tolerated. The following examples are not all-inclusive:

- Clothing that advertises or promotes the use of drugs, alcohol, tobacco, or has suggestive slogans written or displayed may not be worn or brought to school on any clothing. Vulgar, obscene, suicidal, satanic or violent messages, advocates or is suggestive of disobedience to society on clothing will not be tolerated. There must be no depictions of weapons.
- Outerwear, such as coats, jackets, gloves, sunglasses, and hats may not be worn during the school day unless the student is directly entering or leaving the building or participating in a school dress up day. Fingerless gloves are not permitted while in the school building. Hooded sweatshirts must be worn appropriately with hood down at all times.
- Clothing must be appropriate. No sagging shorts or pants. Pants must be securely fastened at the waist – undergarments must be completely covered. Pants with excessive shredding or holes are not appropriate.
- Male and female students must wear clothing that completely covers the body from the shoulder to the mid-thigh region. Clothing made of spandex or similar material (biking shorts, leggings, etc.) may not be worn unless other clothing is worn over it from shoulder to mid-thigh. Tube tops, halters, see-through shirts, mesh shirts, spaghetti straps, crop tops, or tops which expose cleavage or midriff will not be allowed.
- Unnatural hair color or styles and body piercing that are disruptive to the learning environment are not permitted. Body piercing jewelry containing any type of hoop may only be worn in the ear.
- Wallet/key chains, dog chains/collars, studded chains, studded belts or jewelry, drug, gang, or cult-related jewelry, etc. may not be worn.
- Appropriate footwear must be worn to school (no high heeled/platform shoes, shoes with built in wheels, slippers, or any other shoes that may cause markings or damage to floors or create a disturbance). Due to daily physical activity including P.E., and overall student safety, students are strongly encouraged to wear shoes with backs.
- Pens, pencils, markers, or other writing utensils should not be used to mark arms, hands, legs, face, etc. Students will be asked to wash off the markings.

Cross Reference:  
PRESS 7:160, *Student Appearance*

## CORPORAL PUNISHMENT

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm.

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.

### **EXPULSION AUTHORITY**

Upon a finding that the student has been guilty of gross disobedience or misconduct, the Board of Education may expel a student according to the provisions of the paragraph pertaining to expulsion procedures below.

### **EXPULSION PROCEDURES**

- A. The Superintendent and/or Principal(s) shall recommend expulsion proceedings for any student where there is evidence that the student has engaged in misconduct or acts of gross disobedience for which expulsion is the designated disciplinary measure.
- B. In all other cases, the Superintendent and/or Principal(s) are authorized to initiate proceedings seeking the expulsion of a student. However, no such proceedings shall be initiated unless said person(s) determines:
  1. That there is evidence that the student has been guilty of gross disobedience or misconduct, and
  2. That suspension is not an adequate discipline.
- C. The Superintendent or his designees, shall review the investigation of the student's conduct; and based upon his finding(s), the Superintendent shall recommend to the Board of Education whether formal expulsion proceedings should be initiated.
- D. In the event the Board of Education authorizes formal expulsion proceedings, the Board may appoint a hearing officer, the President of the Board of Education shall fix a time and place for said proceedings and shall direct the Superintendent to prepare a written "request for appearance" to be sent to the student's parent(s).
- E. The "request for appearance" shall be sent by registered or certified mail to the parent(s) and shall be in the following format:

"Pursuant to Section 10-22.6 of the Illinois School Code and the Student Discipline Policy of Iroquois County Community Unit School District No. 9, the Board of Education requests your appearance at a meeting called by the Board of Education to be held on (date) at (time) o'clock \_\_.m. for the purpose of determining whether there is sufficient reason to expel (name of student) from Iroquois County Community Unit School District No. 9. "The meeting will be held at (location)."

"You are advised that (name of student) is reported to have committed the following act(s) of gross disobedience or gross misconduct at the time(s) and date(s) specified."  
(Describe behavior and name (or number) of policy or rule violated)
- F. The expulsion hearing shall be closed to the public and shall be conducted by the Board of Education, or a hearing officer duly appointed by the Board.
- G. The hearing shall conform to the following format:
  1. A tape recording or verbatim transcript of the hearing shall be made by the District and a copy of the same shall be available to the student on request at the student's expense.
  2. The formal rules of evidence shall not be applicable.
  3. Both parties may have attorneys present to assist in the presentation of their cases if they so desire.
  4. The administration/Board shall proceed first with an opening statement if it so chooses.
  5. The student shall next present an opening statement if the student so chooses.
  6. The administration/Board shall present all pertinent evidence in support of the allegations of gross misconduct or gross disobedience.
  7. The student may confront the administration/Board's witnesses by cross-examination.
  8. The student may present witnesses in his or her defense.
  9. The administration/Board may confront the student's witnesses by cross-examination.
  10. The administration/Board may present any rebuttal witnesses it so chooses, and said witnesses will be subject to cross-examination by the student.
  11. The administration/Board shall present its closing statement.

12. The student shall present his or her closing statement.
- H. If a hearing officer is utilized, the hearing officer shall submit to the Board a written summary of the evidence adduced during the expulsion hearing, which shall be submitted to the Board not later than five (5) days after the hearing is concluded.
- I. If a hearing officer is utilized, upon receipt of the hearing officer's summary, the Board of Education, within ten (10) days, shall render a decision as to whether the finding(s) are supported by the evidence and whether to impose or deny the expulsion. If a hearing officer is not used, the Board shall render a decision within ten (10) days of the hearing.
- J. If no hearing officer is utilized, the Board will determine the issue of guilt, decide whether expulsion is appropriate and make a decision, including the length of the term of expulsion.
- K. If the Board's decision is to deny the expulsion, any and all notations or remarks in regard to the expulsion shall be expunged from all student records. All educational opportunities and services missed by the student to which the student would be otherwise entitled shall be afforded where practicable.
- L. A student may not be expelled for behavior which is or results from a handicap defined in Illinois Revised Statutes, 1987, Chapter 122, Sec. 14-1.01 through 14-1.07

### **EXTRACURRICULAR ACTIVITIES DURING A SUSPENSION OR EXPULSION**

No student shall participate in any extracurricular activity while serving a suspension or expulsion from school. A suspension or expulsion shall be deemed to begin at the time the student is notified of the same.

### **GANG & GANG ACTIVITY PROHIBITED**

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

### **INTERROGATION: ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES (DCFS)**

1. The Building Principal will check the agent's credentials and any papers pertaining to a legal process.
2. Interviews will be conducted in a private setting. If the parents or guardians are absent, the Building Principal and or another adult (member of the District staff), will be present during the interview.
3. The student may be removed from school by the DCFS agent if case circumstances warrant. An officer of a local law enforcement agency, designated employee of the Department, or a physician treating a child may take or retain temporary protective custody of the child without the consent of the person responsible for the child's welfare, if (1) he has reason to believe that the circumstances or conditions of the child are such that continuing in his place of residence or in the care and custody of the person responsible for the child's welfare, presents an imminent danger to the child's life or health; (2) the person responsible for the child's welfare is unavailable or has been asked and does not consent to the child's removal from his custody; and (3) there is not time to apply for a court order on the Juvenile Court Act for temporary protective custody. The Department shall promptly initiate proceeding under the Juvenile Court Act for the continued temporary custody of the child.
4. No District employee may act as a DCFS agent.

## **INTERROGATION BY POLICE**

It is the responsibility of the District administrators to protect each student under their control, assuring that the student's legal rights are not violated. Protection of the student's rights shall be balanced with the District's responsibility to cooperate with local police and agency officials in the official's investigation of unlawful activities. Inherent in the process of cooperation is recognition of the function of the schools and respect for the civil and constitutional rights of students.

Whenever an agency or police official requests to interview a student in school the request shall be handled in the most judicious manner. Procedures for a student interrogation shall be developed and maintained by the Superintendent. Such procedures shall be followed explicitly.

1. The Building Principal will check the police officer's credentials and any legal papers such as warrants for arrest, search or subpoenas to be served.
2. Interviews will be conducted in a private setting. If the parents or guardians are absent, the Building Principal and one other adult witness, selected by the Building Principal, will be present during the interview.
3. No minor student shall be removed from the school by the police without the consent of a parent or guardian, except upon the service of a valid warrant of arrest or a temporary protective custody document.

## **PHYSICAL RESTRAINT**

Teachers, other certified employees, and other persons (whether or not certified) providing a related service for or with respect to a student, may use reasonable force as needed for self-defense, to maintain safety for other students, school personnel or persons, or for the purpose of defense of property.

## **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARRASSMENT**

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

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

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

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

**Complaint Managers:**

<p><b><u>Justin Kean</u></b></p> <p>Name</p> <p><b><u>902 N. Church St. Gibson City, IL 60936</u></b></p> <p>Address</p> <p><b><u>217-784-8731</u></b></p> <p>Phone Number</p> <p><b><u>kean.justin@gcmsk12.org</u></b></p> <p>Email Address</p>	<p><b><u>Jeremy Darnell</u></b></p> <p>Name</p> <p><b><u>307 N. Sangamon Ave. Gibson City, IL 60936</u></b></p> <p>Address</p> <p><b><u>217-784-8296</u></b></p> <p>Phone Number</p> <p><b><u>darnell.jeremy@gcmsk12.org</u></b></p> <p>Email Address</p>
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A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

<p>Cross-references:          PRESS 7:20, <i>Harassment of Students Prohibited</i>          PRESS 7:180, <i>Prevention of and Response to Bullying, Intimidation and Harassment</i>          PRESS 7:190, <i>Student Discipline</i>          PRESS 2:260, <i>Uniform Grievance Procedure</i></p>
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**Exhibit - Aggressive Behavior Reporting Letter and Form**

Dear Parent(s)/Guardian(s):

Please be advised that your child engaged in behavior that, if repeated, may escalate into aggressive behavior, such as bullying. Illinois law requires school districts to notify the parent or guardian of a child who demonstrated behaviors that put him or her at risk for aggressive behavior.

The School Board policy on student behavior prohibits a student while at school or a school-related activity from: (1) engaging in any kind of bullying or aggressive behavior that causes physical or psychological harm to someone else, and/or (2) urging other students to engage in such conduct.

This early notification is intended to help all of us work together to avoid repetition of the behavior.

Student \_\_\_\_\_ Incident date \_\_\_\_\_  
Incident location \_\_\_\_\_ Incident time \_\_\_\_\_  
Reported by \_\_\_\_\_ Reporting date \_\_\_\_\_

**Description of the behavior:** *(Reporters, be specific. Describe what happened, what harm resulted, the child's explanation, and any known or suspected causes for what happened.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Follow-up conference:** I or someone from my office will telephone you to schedule an in-person meeting or telephone conference to discuss what occurred and ways to help your child, (1) be aware of how others were affected by the behavior, and (2) to understand boundaries and manage conflict.

**The following consequence(s) or intervention(s) is/are recommended:**

- Counseling or other support services for your child.
- Providing opportunities for all individuals involved in an incident to reach a resolution.
- Enabling your child to make amends for the harm caused.
- Suggesting your child receive non-District affiliated services.
- \_\_\_\_\_

The District is committed to helping those involved learn from this experience.

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

Cross-References:

PRESS 7:180, *Preventing Bullying, Intimidation, and Harassment*  
PRESS 7:190-E, *Aggressive Behavior Reporting Letter and Form*



## **DISCIPLINE**

Students enrolled in GCMS Elementary School have the responsibility and obligation to conduct themselves properly at all times and see that their behavior does not interfere with the rights of their fellow students. A student, whose behavior interferes with the educational process and/or infringes on the educational rights, or person or property of other students, will be subject to consequences based on the severity of the behavior, frequency, and/or the student's attitude toward and acceptance of responsibility for his/her behavior.

### Delegation of Authority

1. Each teacher, and any other school personnel, when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, in-school suspension, or Saturday School, that is appropriate and in accordance with the policies and rules on student discipline.
2. **Teachers, other certificated educational employees and other persons providing related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property.**
3. Teachers may temporarily remove students from a classroom for disruptive behavior.
4. Students guilty of disobedience or misconduct may be prohibited from riding the school bus for up to 10 consecutive days, provided appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.
5. The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students are authorized to impose the same disciplinary measures as teachers, and may suspend students who are guilty of gross disobedience or misconduct.

## **CONSEQUENCES**

Consequences may range from counseling, verbal reprimand, detention, In-School or Out-of-School Suspension, community service, to expulsion. The consequence (s) will be based on the nature and frequency of the inappropriate behavior and such other factors as the principal and/or assistant principal determine to be applicable to individual cases.

Disciplinary action may be communicated to parents, based upon the severity of the misbehavior. Certainly, a reprimand may not be communicated if the behavior were deemed so minor to not merit a phone call. Disciplinary actions such as teacher referrals to the office, teacher or office assigned detentions, may be communicated to parents via a carbon copy of the disciplinary report, and/or a phone call home. More serious disciplinary measures will be communicated both orally and in writing. Phone calls and/or parent meetings may be followed up in writing to document events and decisions.

Student disciplinary records are maintained in each student's personal disciplinary file via Lumen (computer), and may be accessed by the parent by using the child's personal identification number. A student's disciplinary record is not maintained as part of their permanent record. Parents may view their child's behavior file by using their child's identification number and checking the GCMS website.

# **STUDENT DISCIPLINE**

## **GENERAL RULES**

The GCMS Elementary School supports a strong and wholesome learning environment for all students. We expect and maintain high standards of pupil discipline. The following list includes a few rules that we expect our students to follow:

1. No fighting, pushing, kicking, or any other harmful physical contact.
2. Students are not to play on the school driveways or in the parking areas.
3. Playground equipment is to be used in a safe manner. No standing up in swings, sliding backwards down the slides, etc.
4. Profanity, any form of vulgarity, name-calling, and abusive and/or disrespectful language will not be tolerated.
5. No snowball throwing, rock throwing, or throwing other objects, which might cause bodily harm.
6. Students are not to bring dangerous weapons or items to school; knives, guns, matches, lighters, etc.
7. Students are not to chew gum during school hours.
8. Caps and hats are not to be worn in the school building. Backpacks and book bags should be stored in lockers.
9. No running in the school building at any time (with the exception of the gym).
10. Students are not allowed to leave school grounds during lunch or lunch recess unless a parent or guardian has properly signed them out.
11. Electronic devices, including but not limited to laser lights, electronic pagers, personal radios, music or video players, telephones, cameras, DS Games, any video games or beepers are not to be used during the school day. If any of these items are brought to school they must be stored in the student's locker and not used during the school day without permission of GCMS staff.
12. Those students who have the need to bring a cell phone to school may only use them before or after school unless a GCMS staff member grants special permission. All cell phones must be stored in the student's locker during the school day.
13. Student dress should be appropriate. If a student's appearance is disruptive to the educational environment, he or she may be asked to change into something more suitable. Students are not allowed to wear clothing which displays or promotes alcohol, cigarettes, drugs, foul language, or sexually offensive or suggestive material.

## **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials including electronic smoking devices or supplies.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:

- a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
  5. Using or possessing a cellular telephone, electronic signaling device, a two-way radio, and/or other telecommunication device, unless authorized and approved by the building principal. Electronic signaling devices include pocket and all similar electronic paging devices. Use of the device for reasons other than stated on the application and the permitted use will subject the student to disciplinary action. Using or possessing an electronic paging device or using a cellular telephone, personal digital assistants (PDAs), or other electronic device in any manner that disrupts the educational environment or violates the right of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules. All electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP, or (c) it is needed in an emergency that threatens the safety of student, staff, or other individuals.
  6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
  7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  8. Engaging 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, intimidation, fear, harassment, hazing, or other comparable conduct.

9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
10. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
11. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
12. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
13. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including 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 physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psycho-stimulant medication to the student. The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably 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 at any time;

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

### **CARE OF SCHOOL PROPERTY**

Everyone should take pride in our school building and grounds, doing everything that we can to keep it clean and attractive. Students are expected to pick up after themselves and help our custodial staff by picking up any paper and litter from the classroom and hallway floors.

Students marking on or damaging school equipment, books, or property, including busses, will be required to clean the article and/or pay for the damage done. Book fines will be assessed at the end of the school year for any damage to schoolbooks, which is beyond normal yearly, wear and tear. The law specifically provides that parents and students are responsible for damage to or loss of school property or materials loaned to the student.

Each student is assigned a hall locker. Lockers are the property of the school district and are to be kept neat and orderly. Students will be held responsible for damage to lockers during the school year. It is the duty of the student to report any damage or malfunction of their locker to the office or to their teacher. Food is not to be kept in lockers beyond the end of the school day. Do not write on lockers or place decals or stickers on them.

### **Disciplinary Measures**

Disciplinary measures may include:

1. Withholding of privileges.
2. Seizure of contraband.
3. 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.
4. Suspension of bus riding privileges, provided that appropriate procedures are followed.
5. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
6. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
7. Notifying parents/guardians.
8. Temporary removal from the classroom.
9. 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.
10. After-school study or Friday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
11. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

### **DESCRIPTION OF DISCIPLINARY MEASURES**

#### **Reprimand**

For minor infractions, and ones in which the student is truthful and accepts responsibility for their actions, reprimands may be the only discipline used as a deterrent. It is our goal as educators to teach children proper behavior, and not to punish.

#### **Teacher/Administrator Assigned Detention**

Teachers, or an administrator, may assign detentions to students when they feel other measures of behavior modification have not been successful. Detentions may be assigned during lunch, noon recess, or after school. Notification of the detention may be made by way of a note sent home to the parents, or a phone call. Most

commonly, detentions are assigned for lunch and/or recess. For after school detentions, parents will be notified in advance and asked to sign a note and return it to the teacher in advance so alternative transportation can be arranged should it be necessary. Transportation following a detention is the parent's responsibility. The selected day of detention is solely the prerogative of the teacher or administrator assigning the detention. Failure to serve a teacher or administrator assigned detention may result in a more serious disciplinary consequence.

### **Community Service**

In certain instances, children may be asked to help pick-up around the school, both inside and out. Specifically, when children are involved in making a mess, they may be asked to help clean up their mess, and perhaps help the custodian for a few minutes. Taking responsibility for one's actions is an important part of growing up. In addition, community service may be used in lieu of other forms of discipline if the principal and/or assistant principal feel the situation warrants such action.

### **In-School Suspension**

When possible, in-school suspensions are used in lieu of an out-of-school suspension in an effort to keep the child in a school-like environment. Parents may be notified of such action in person, by phone, or in writing. The principal or assistant principal will be responsible for their supervision. Their teacher will be asked to provide them with enough schoolwork to keep them busy for the entire day, and they will receive credit for their work. They will be given supervised restroom breaks and eat a supervised lunch in the office, but they will not be allowed to participate in any of their classroom activities during their suspension.

- Children may not participate in any after school activities on days they are under an in-school suspension.

### **Out of School Suspension**

When student conduct requires such action, the principal or assistant principal may suspend a student from school. Suspension may run from one (1) to ten (10) days. Parents are notified of such action in person, by phone, or in writing. Work is to be completed and credit will be given if work is completed upon return. It is the responsibility of the parents to pick up the work that is going to be missed due to the absence. Parents are to make special arrangements for making up missed tests, quizzes, or any special project that cannot be completed at home during the suspension.

- Children may not participate in any after school activities or appear on school property while under an out-of-school suspension.

### **Expulsion**

Expulsion from school and/or expulsion from school sponsored activities and events could occur for a period of two calendar years, provided the appropriate procedures have been followed. An expelled student is prohibited from being on school grounds and may be eligible for transfer to an alternative school.

Cross-references:

PRESS 7:190, *Student Discipline*

PRESS 7:190-AP2, *Gang Activity Prohibited*

**Exhibit – Short Term Out-of-School Suspension (1-3 Days) Reporting Form**

Dear Parent(s) or Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Incident Date

Student handbook rules and/or Board policy violated: \_\_\_\_\_

Date and time of pre-suspension conference with student: \_\_\_\_\_

*(If this conference was not held because the student’s conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)*

**Date(s) of suspension:** \_\_\_\_\_

**Date student is eligible to return to school:** \_\_\_\_\_

**Description of incident:** *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Rational for the specific for duration of the suspension:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**It has been further determined that:** *(At least one of the following must be completed.)*

**I. Your child’s continued presence at school poses a threat to school safety.** Due to the egregious nature of your child’s conduct (i.e., physical harm, violence, threat) and/or the history or record of your child’s past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Your child’s continued presence at school poses a disruption to other students’ learning opportunities.** Due to the egregious nature of your child’s conduct (i.e., physical harm, violence, threat) and/or the history or record of your child’s past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

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**During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.**

Upon returning to school, your child will be given an opportunity to make up work missed during the suspension for equivalent academic credit.

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board’s behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to *(insert name and address of the superintendent)*.

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Building Principal

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Date

cc: Board of Education

Cross Reference: PRESS 7:200-E1, Short Term Out-of-School Suspension (1-3 Days) Reporting Form
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**Exhibit – Long Term Out-of-School Suspension (4-10 Days) Reporting Form**

Dear Parent(s)/Guardian(s):

Illinois law requires a school district to provide the following information to a parent/guardian of a child who is being suspended from school due to an act of gross disobedience or misconduct.

\_\_\_\_\_  
Student Incident Date  
Student handbook rules and/or board policy  
violated: \_\_\_\_\_

Date and time of pre-suspension conference with student: \_\_\_\_\_  
*(If this conference was not held because the student’s conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)*

**Date(s) of suspension:** \_\_\_\_\_

**Date student is eligible to return to school:** \_\_\_\_\_

**Description of incident:** *(List all pertinent information, including the date, time and location, regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Rational for the specific duration of the suspension:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**It has been further determined that:** *(At least one of the following must be completed.)*

**I. Your child’s continued presence at school poses a threat to the safety of other students, staff or members of the school community.** Due to the egregious nature of your child’s conduct (i.e., physical harm, violence, threat) and/or the history or record of your child’s past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Your child’s continued presence at school substantially disrupts, impedes or interferes with the operation of the school.** Due to the egregious nature of your child’s conduct (i.e., physical harm, violence, threat) and/or the history or record of your child’s

past conduct, school officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, one or more of the following: *(List explanation below.)*

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The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. To this end, the following available and appropriate behavioral and disciplinary interventions have been exhausted: *(List all behavioral and disciplinary interventions and resources previously utilized to address the student’s behavior or indicate if there are no appropriate and available interventions and resources. Examples of behavioral and disciplinary interventions include but are not limited to any previous correspondence with parents or guardians about the behavior, check-in/check-out, functional behavioral analysis (FIB), behavioral improvement plan (BIP), social academic instructional group (SAIG), in-school suspension, out-of-school suspension and/or other interventions and resources.)*

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**During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.**

Your child will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit in accordance with School District policy.

Students who are suspended out-of-school for longer than four (4) days must be provided with appropriate and available support services during the period of suspension. The following support services are appropriate and available to your child: *(Note that this requirement only applies to students who are suspended out-of-school for 5 through 10 school days. List all support services or indicate if no support services are appropriate and available.)*

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To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board’s behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to *(insert name and address of the Superintendent)*.

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

cc: Board of Education

Cross Reference:

PRESS 7:200-E2, Long Term Out-of-School Suspension (4-10 Days) Reporting Form

## **SEARCH AND SEIZURE**

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

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

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

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

### **Students**

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

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

### **Seizure of Property**

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

Cross-reference:

PRESS 7:140, *Search and Seizure*

## **LOCKERS**

Students will be assigned to a hall locker. Students are expected to keep their books, coats, book bags, and other personal items in their locker. Students are not permitted to trade lockers or keep their belongings in any locker not assigned to them. Sharing lockers is not appropriate.

**The locker is not the student's private property and may be opened by school authorities at any time. Students should not expect privacy of the lockers or the student's personal effects left in lockers.**

Students are responsible for whatever may be found in their lockers. Any items or materials that may be deemed potentially hazardous, disruptive to students or school personnel, or inappropriate to the school

environment may be confiscated.

Valuables should be brought to school only when they are to be used for a school related educational purpose and are to be stored in the main office. Students are cautioned not to bring to school large amounts of money, music devices, cameras, or other items deemed personally valuable to the student. GCMS schools are not responsible for, nor insured against, theft of students or staff's personal property.

If the student's locker fails to operate properly, office personnel should be notified immediately. Any damage done to the individual lockers will be charged to the person assigned to the locker.

### **STUDENT USE OF ELECTRONIC DEVICES**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod, iPad, laptop computer, tablet computer or other similar electronic device.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

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

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

Cross-references:

PRESS 7:190-AP5, *Student Handbook, Electronic Devices*

### **WEAPONS PROHIBITION**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school can be expelled for a period of up to 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

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

## **MISCELLANEOUS**

### **ENGLISH LEARNERS**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Erin Nuss at 217-784-4292.

Cross Reference:

6:160, *English Learners*

### **RESPONSE TO INTERVENTION**

RTI is a regular education initiative designed to provide individualized instruction and interventions for students with identified reading, math, or behavioral deficiencies. Students who are identified as those who might benefit from such interventions, may be withdrawn from selected classes, in order to schedule time during the school day to work on interventions to meet their individual needs. This initiative is the responsibility of the school staff, and may be used in order to better serve individual student needs.

### **SCHOOL BREAKFAST & LUNCH PROGRAM**

GCMS Elementary now serves both breakfast and lunch. Prices are:

- Breakfast - \$1.50 per day or \$7.50 per week
- Lunch - \$2.50 per day or \$12.50 per week

(These prices are subject to adjustment as conditions dictate.)

Breakfast will be served to students from 7:45-8:00 a.m. It is important that children who eat breakfast arrive to school early enough so they are not tardy to their first hour class. Children who walk or are driven to school and are planning to eat breakfast, should arrive no later than 8:00 a.m.

All students must prepay for meals-both breakfast and lunch. Money may be deposited into the student account on a daily, weekly, monthly or yearly basis. Account information can be accessed on Lumen. Students may also deposit prepayment envelopes in the drop box located outside the office on any morning before classes begin. Students are encouraged to pay on the first day of the week. All transactions are done in the cafeteria. No transactions are done in the elementary office. When using prepayment envelopes, please be sure to include the student's full name and the teacher's name. Students will be allowed to charge up to \$5.00 only. No additional charges will be allowed. Students will be given an account statement to take home. If full payment is not made and the charge limit is reached, students will not be given a breakfast or hot lunch, but will be given a sack lunch.

**Free or Reduced lunch or breakfast:** Those parents who wish to request free or reduced price for breakfast/lunch for their child(ren) should request necessary forms at registration or from the principal. Authorization for free or reduced price breakfast/lunch is not carried over from one school year to the next or

from one district to another.

**MILK**: One carton of milk (1/2 pint) is furnished with each hot lunch. All other milk will cost \$.35 per carton.

**LUNCH SCHEDULE**

Kdg 11:15-11:45  
1st 11:20-11:50  
2nd 11:50-12:20  
3rd 11:50-12:20  
4th 12:20-12:50  
5th 12:20-12:50

**RECESS SCHEDULE**

Kdg 11:45-12:15  
1st 11:50-12:20  
2nd 11:20-11:50  
3rd 11:20-11:50  
4th 12:50-1:20  
5th 12:50-1:20

Cross Reference:

PRESS 4:130, *Free and Reduced-Price Food Services*

**LIBRARY**

The library or media center is equipped with materials and technology resources for students and faculty. Monitored internet access is available for all students who have a signed parental permission slip on file in the library. Under no circumstances are books or materials to be removed from the library without checking out with the librarian.

Library fines will be assessed for materials not returned on schedule. Books will be assessed at the rate of \$.05/day up to \$1.00, and reference materials are assessed at \$.50/day up to \$3.00. Students will be charged replacement costs for books that are lost. Students with overdue books or fines will be notified. All student debts or outstanding books must be clear at the end of the year.

**FIELD TRIP**

Student field trips that have significant educational and/or social value will be scheduled as opportunity and finances permit. Such trips are planned by the classroom teacher(s) and are coordinated with the school curriculum. The teachers will notify parents about time(s), date(s), special clothing needed, lunch arrangements and if any money will be required for tickets, extra fees, etc.

Teachers may wish some parents to go on the field trip(s) to provide better supervision of the children. Whether parents go on a field trip is a teacher's decision. If additional parents are desired by the teacher(s), parents will be drawn from a list of those who volunteered at Orientation, Parent/Teacher conferences, etc

**INSURANCE**

Student **accident insurance** is available to each student at a set cost. It should be understood that the insurance is not carried by the school, nor is the school the insurance agent. This insurance is a limited policy, is not intended to pay for all medical costs, and contains a non-duplication of benefits provision. Parents are urged to read carefully the information given to them at the time they apply for coverage.

Authorized school personnel may be asked to provide verification of the injury. At that point, the school's involvement ends, and any further process is between the policyholder, the insurance company, and their insurance agents.

**CLASSROOM PARTIES**

The children at the elementary school have several classroom parties throughout the year. In order to avoid confusion and misunderstandings, we observe the following guidelines for all room parties:

- Christmas: Homerooms do observe a Christmas Party right before the start of Christmas Vacation. There are often gift exchanges within the homeroom. Teachers have traditionally wanted this party to be their gift to the children, so they plan the party and the activities. However, PTA homeroom parents sometimes help provide food/drinks for the party. Homeroom parents and the teacher should decide this for each homeroom. Should your child be unable to bring a gift, one will be provided for them.
- Valentine's Day: Homerooms do have a homeroom Valentine's Day Party on Valentine's Day or the Friday before if Valentine's Day falls on the weekend. Homeroom parents provide the party treats and organize the party games. Homeroom parents consult with their respective homeroom teacher about what is planned for both treats and games.
- Birthdays: We do not observe parties at school for children with birthdays. However, a parent may provide a small birthday treat for the child's homeroom if they wish. If you desire to do this, please contact the homeroom teacher in advance so that he/she will know to expect it.
- Other parties: A classroom teacher may or may not organize other parties throughout the year. This is at the teacher's discretion and each classroom will be different.

### **PARTY INVITATIONS**

To avoid hard feelings, party invitations of any type are not to be distributed at school. Parents are asked to limit special personal deliveries (i.e. balloons, flowers, stuffed animals, etc.).

### **STUDENT ATHLETE CONCUSSION AND HEAD INJURIES**

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

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

Cross Reference:  
PRESS 7:305, Student Athlete Concussions and Head Injuries

## **TRANSPORTATION**

### **BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for



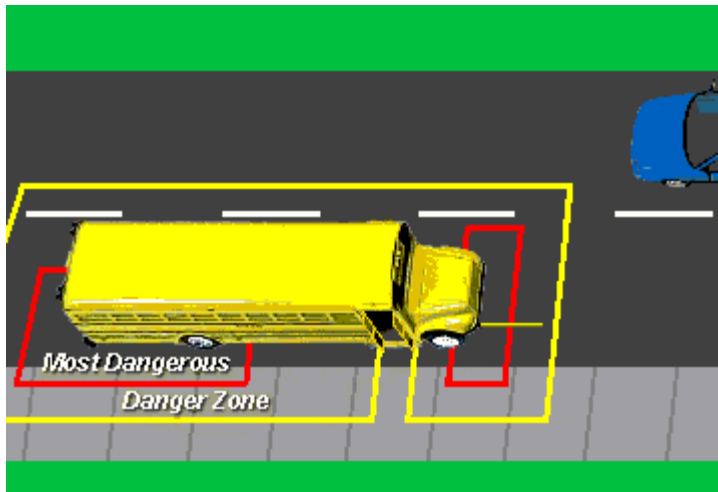
a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

If a student, who normally does not ride a bus, or who is assigned to a different bus, wishes to ride home with a bus student, the guest rider must bring a note from his/her parents to the principal's office. The student will then be issued a guest permit to ride. The student is to give this permit to the bus driver.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: **Kari Ryan at 217-784-5800.**

Cross-references:

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

PRESS 4:170-AP3, *School Bus Safety Rules*

PRESS 7:220, *Bus Conduct*

PRESS 7:220-AP, *Electronic Recordings on School Buses*

## **MEDICAL INFORMATION**

### **CARE OF STUDENTS WITH DIABETS**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a 504 Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the 504 Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Development of 504 plan for diabetic care
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the 504 plan

For further information, please contact the Building Principal.

### **COMMUNICABLE DISEASES**

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

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

Cross-references:

PRESS 7:280, *Communicable and Chronic Infectious Disease*

PRESS 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

### **HEAD LICE**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide instructions to parent or guardian regarding appropriate treatment for the infestation.

4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross-References:

PRESS 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

### **HOME AND HOSPITAL INSTRUCTION**

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

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

For information on home or hospital instruction, contact: Justin Kean, Principal

Cross Reference:

PRESS 6:150, *Home and Hospital Instruction*

### **IMMUNIZATION, HEALTH, EYE, AND DENTAL EXAMINATIONS**

#### **Required Health Examinations and Immunizations**

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

**Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions.** New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. **If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay.** The schedule and statement of medical reasons must be signed by an appropriate medical professional.

#### **Eye Examination**

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:

PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

The GCMS School District cooperates with the Ford-Iroquois Public Health Department to provide vision and hearing screening for selected students. Any student with an IEP (individual education plan) and all students who are new to the district are expected to participate in vision and hearing screening. An eye doctor should not interpret this vision screening as a substitute for complete eye and vision evaluations. Students may be exempted from the school's vision screening if they have undergone a vision screening by an optometrist or ophthalmologist within the last twelve months. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

### STUDENT MEDICATION

Students should not take medication during school hours or during school related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe it is necessary for the student to take a medication during school hours, Board policy requires the following procedure be used:

1. The parent must fill out the "School Medication Authorization Form". An asthma medication authorization allows students to have inhalers "on their person". Copies can be obtained from the elementary school office. The necessary form must be returned to the office before medication can be given to a student or used by a student.
2. Medication must be provided in the original prescription container with the child's name on it and written instructions. Non-prescription medication must be provided in a clearly labeled container with instructions and the child's name included.
3. It is the responsibility of the parents to resupply prescription medication as needed, so please keep track of amounts sent and when the prescription should run out at school.
4. The school should be notified promptly when the medication is to be changed or discontinued. A new "School Medication Authorization Form" must be filled out with medication changes.
5. If a student discontinues medication at school, notification from the student's physician should be in writing and brought in to the school nurse.

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

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Cross-References:

PRESS 7:270, *Administering Medicines to Students*

PRESS 7:270-AP, *Dispensing Medication*

PRESS 7:270-E, *School Medication Authorization Form*

**Exhibit – Student Medication Authorization Form**

*To be completed by the child’s parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse’s office or, in the absence of a school nurse, the Building Principal’s office.*

Student’s Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

*To be completed by the student’s physician, physician assistant with prescriptive authority or advanced practice RN with prescriptive authority (Note: for asthma inhalers only, use the **Asthma Inhalers** section below):*

Prescriber’s Printed Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Medication name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

Time medication is to be administered or under what circumstances:

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

Is it necessary for this medication to be administered during the school day?  
Yes No

Expected side effects, if any: \_\_\_\_\_

Time interval for re-evaluation: \_\_\_\_\_

Other medications student is receiving: \_\_\_\_\_

**Asthma Inhalers**

*Parent(s)/Guardian(s) please attach prescription label here:*

***For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:***

I authorize the School District and its employees and agents, to allow my child self-carry and self-administer his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine auto-injector. 105 ILCS 5/22-30.

**Please initial to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.**

\_\_\_\_\_  
Parent/Guardian Initials

**For all Parents/Guardians:**

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine auto-injectors or opioid antagonist to my child when there is a good faith belief that my child is having an anaphylactic reaction or opioid overdose, whether such reactions are known to me or not. 105 ILCS 5/22-30, amended by P.A. 99-480. **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and**

I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.



\_\_\_\_\_  
Parent/Guardian Printed Name

Address (if different from Student's above): \_\_\_\_\_

Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Cross Reference:  
PRESS 7:270, Administering Medicines to Students  
PRESS 7:270-AP, Dispensing Medication  
PRESS 7:270-E, School Medication Authorization Form

**STUDENTS WITH FOOD ALLERGIES**

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 217-784-4278.

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

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

Cross Reference:  
PRESS 7:285, *Food Allergy Management Program*

## **STUDENTS WITH DISABILITIES**

### **ACCOMODATING INDIVIDUALS WITH DISABILITIES**

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

Cross Reference:

PRESS 8:70, *Accommodating Individuals with Disabilities*

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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

Cross Reference:

PRESS 7:230, *Misconduct by Students with Disabilities*

### **EDUCATION OF CHILDREN WITH DISABILITIES**

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Cross Reference:

PRESS 6:120, *Education of Children with Disabilities*

### **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT**

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

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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

Cross Reference:

PRESS 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

## **REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION**

### **Evaluation or Observation**

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

For further information, please contact the school principal.

Cross Reference:

PRESS 6:120, *Education of Children with Disabilities*

PRESS 6:120-AP2, E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

## **STUDENT SAFETY**

### **ALICE**

We do practice required emergency drills that are modeled after ALICE training. ALICE training stresses a non-passive approach to intruders and our most likely response would be evacuation.

### **GUIDANCE & COUNSELING**

The school provides a guidance and counseling program for students. The school's social worker is available to those students who require additional assistance.

Cross-reference:

PRESS 6:270, *Guidance and Counseling Programs*

### **SAFETY DRILL PROCEDURES AND CONDUCT**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

Cross-References:

PRESS 4:170, *Safety*

PRESS 4:170-AP1, *Comprehensive Safety and Crisis Program*

## **SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED**

### **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. 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
2. 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; or
  - d. 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 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. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Teen Dating Violence Prohibited**

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

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student 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.

### **Nondiscrimination Coordinator:**

**Jeremy Darnell – Superintendent GCMS CUSD #5**  
**307 N. Sangamon Ave. Gibson City IL 60936**

**Chris Garard – Principal GCMS High School**  
**815 N. Church St. Gibson City IL 60936**

**Kyle Bielfeldt – Principal GCMS Middle School**  
**316 E. 19<sup>th</sup> St. Gibson City IL 60936**

**Justin Kean – Principal GCMS Elementary School**  
**902 N. Church St. Gibson City IL 60936**

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

Cross-references:

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:185, *Teen Dating Violence Prohibited*

### **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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

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

Cross-Reference:

PRESS 7:290, *Suicide and Depression Awareness and Prevention*

### **VIDEO & AUDIO MONITORING SYSTEMS**

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

Cross-Reference:

PRESS 4:110, *Transportation*

### **PEDESTRIAN SAFETY**

Students walking home or riding a bike are required to leave school promptly at dismissal time. When walking to and from school, students should follow appropriate pedestrian rules. If a student is a bus rider and chooses to walk home, parent permission must be granted.

**Students are responsible for their behavior on the entire walk home (door to door). Students are held responsible for their behavior and may be subject to disciplinary action.**

# **PUBLICATIONS**

## **GUIDELINES FOR SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS, and WEBSITES**

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

Cross Reference:

*PRESS 7:315 Restrictions on Publications; High Schools*

## **GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use; or

- e. Is primarily prepared by non-students and distributed in high school.
- 7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
- 8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Cross Reference:  
PRESS 7:310-AP, *Guidelines for Student Distribution of Non-School Sponsored Publications*

### **STUDENT BIOMETRIC INFORMATION**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Cross-reference:  
PRESS 7:340, *Student Records*

### **STUDENT PRIVACY PROTECTIONS**

#### **Surveys by Third Parties**

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

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

#### **Surveys Requesting Personal Information**

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

***Political affiliations or beliefs of the student or the student's parent/guardian.***

***Mental or psychological problems of the student or the student's family.***

***Sexual behaviors or attitudes.***

***Illegal, anti-social, self-incriminating, or demeaning behavior.***

***Critical appraisals of other individuals with whom students have close family relationships.***

***Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.***

***Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.***

***Income other than that required by law to determine program eligibility.***

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

## **Instructional Material**

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

Cross-References:

PRESS 7:15, *Student and Family Privacy Rights*

PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

## **NOTICES**

### **ASBESTOS MANAGEMENT PLAN**

It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing materials. As required by law, our buildings receive a visual surveillance of asbestos containing areas at least every six months and a re-inspection of all buildings is conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Management Plan is available for public view in the office of each of our school buildings. Should you wish to review the plan, please contact the Building Principal between 8:00 AM and 4:00 PM, Monday-Friday. Any concerns relative to asbestos containing materials should be directed to :

**Jeremy Darnell - Superintendent**

**307 N. Church St.**

**Gibson City IL 60936**

**217-784-8296**

### **MANDATED REPORTERS**

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

Cross Reference:

PRESS 5:90, *Abused and Neglected Child Reporting*

### **SCHOOL DISTRICT MEDICAID POLICY INFORMATION**

Gibson City-Melvin-Sibley CUSD 5 is an **EPSDT Medicaid Provider** with Illinois' State Medicaid Agency, **Healthcare and Family Services** (HFS). **EPSDT** (Early Periodic Screening, Diagnosis and Treatment) is a federal mandate on the States to provide early intervention / prevention services to children, age birth through 18. The services are allied health care services provided by the district's pupil personnel or by allied professionals under contract with the district. As an **EPSDT Medicaid Provider**, the District is entitled to collect federal Medicaid funds to share in the cost of providing health care services to the children enrolled in the school district.

The allied health care service practitioners include school nurses, speech therapists, psychologists, social workers, physical and occupational therapists, personal health aides, counselors, hearing and vision screeners and special transportation services. These services may be provided to students per his / her **IEP** (Individual Education Plan) or to students within the standard education program. Both the State and Federal governments mandate the school district provide the above referenced health care services to students based upon screenings / assessments that are completed. The Medicaid claims are filed and processed per the district's contract with a billing service agency and the reimbursement funds received are used to meet the cost of providing these health care services.



The health care services listed on a student’s IEP are provided with parental consent and at “no cost” to the parents. This “no cost” provision is in compliance with Public Law 94-142 - “Education of the Handicapped Free and Appropriate Public Education”, IDEA - “Individual Disabilities Education Act”, PUBLIC Law 100-360 and State of Illinois – State Board of Education mandates. The District, an **EPSDT Medicaid Provider**, is eligible to claim federal Medicaid funds for the health care services provided to students enrolled in Illinois’ Medicaid – All Kids Program.

Medicaid is a governmentally funded program by the State of Illinois and the Federal Government. The Medicaid coverage has no lifetime cap on benefits and does not contain any pre-existing condition clauses or limitations. Eligibility to participate in the State’s Medicaid program is based upon a family’s income, absence of health insurance or limited coverage per a private health insurance plan. In addition, The District, as an **EPSDT Medicaid Provider**, serves as an administrative agent for HFS with the responsibility to encourage parents to explore the benefits of Medicaid coverage for their children.

Please go to the HFS Web Site for more information on Medicaid and its Benefits:

[www2.illinois.gov/hfs/Pages/default.aspx](http://www2.illinois.gov/hfs/Pages/default.aspx)

### **PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

**Richard Doman – Head of Maintenance**

**905 N. Church St.**

**Gibson City IL 60936**

**217-784-4278**

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross-Reference:

PRESS 4:160-AP, *Environmental Quality of Buildings and Grounds*

### **SEX OFFENDER NOTIFICATION LAW**

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

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

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

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

A violation of this law is a Class 4 felony.

Cross-References:

PRESS 4:170-AP2, *Criminal Offender Notification Laws*

### **SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

**<http://www.isp.state.il.us/sor/>**

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

**<http://www.isp.state.il.us/cmvo/>**

Cross Reference:

PRESS 4:170-E6, *Informing Parents about Offender Community Notification Laws*

### **SPECIAL EDUCATION - PROVISION OF A FREE APPROPRIATE PUBLIC EDUCATION**

The GCMS school district provides a free appropriate public education and necessary related services to all children with disabilities residing within the district, as required under the Individuals With Disabilities Education Act ("IDEA") and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act.

### **TITLE I**

Title I teachers are employed to provide specialized assistance to those students who experience sustained difficulties in reading and/or math. The teacher works with small groups of students during the school day, outside of the regular classroom to give them individualized instruction.

School districts that receive Title I money are required to notify parents of students attending any school that receives Title I funds that they can ask for and receive specific information about a teacher's qualifications.

Parents can request the following information:

1. Whether the teacher has met the state's qualification and Licensing criteria for the grade levels and subject matter he or she teaches;
2. Whether the state has waived its qualifications and Licensing criteria to permit the teacher to teach on an Emergency or other provisional basis;
3. The teacher's college major, any graduate certification or degrees the teacher has, and the field of discipline of those certificates or degrees; and
4. Whether teachers' aides or similar paraprofessionals provide services to the parents' children and, if they do, their qualifications

In accordance with ESEA Section 1111 (h)(6) Parents Right-to-know, the District: every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certificate or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

**EXHIBIT – INTERNET ACCEPTABLE USE SIGN OFF**

Dear Parents/Guardians:

Our School District has the ability to enhance your child’s education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the School District.

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family’s right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child’s actions. If you agree to allow your child to have an Internet account, sign the *Authorization* form below and return it to your school.

***Authorization for Electronic Network Access Form***

**Students must have a parent/guardian read and agree to the following before being granted unsupervised access:**

All use of the Internet shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child’s use is not in a school setting. I have discussed the *Acceptable Use of Electronic Networks* with my child. I hereby request that my child be allowed access to the District’s electronic network, including the Internet.

Parent/Guardian Name (*please print*) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Students must also read and agree to the following before being granted unsupervised access:**

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District’s electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District’s electronic network, including the Internet.

Student Name (*please print*) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Cross-References:

PRESS 6:235, *Access to Electronic Networks*

PRESS 6:235-AP1, *Acceptable Use of Electronic Networks*

PRESS 6:235-E1, *Letter to Parents/Guardians Regarding Students Use of the District’s Electronic Networks*

**Student/Parent Handbook Acknowledgement and Pledge**

Name of Student: \_\_\_\_\_

**Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**