



Dear Students and Parents,

The entire faculty, staff, administration, and Board of Education of Grand Ridge Community Consolidated School District 95 extend a welcome to parents and students entering our school for the first time or a welcome back to those parents and students returning for another school year. We are committed to support each student to reach their full potential academically, while they attend our school in an environment that is safe for learning.

This handbook was prepared with the help of a law firm to provide you with information about the policies, procedures, and rules of Grand Ridge School. On the following pages is information needed to answer most questions about the daily routine at school. The items in this handbook are a way of assisting your student in getting the most from their grade school and junior high experience. **Even if you are familiar with last year's handbook, please read this over. It is updated each year and it contains alterations or moving of information to different locations.** The changes have been placed in **bold print or underlined** that may significantly affect your child. Highlights of some of these changes and ones parents might have questions about are the following:

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Some areas have been put in bold print that the district feels is important information. If you have difficulty finding information, please call the school for clarification.

We ask all parents to go through the handbook with all their children attending the school. Those parents who have students who are unable to read or too young to understand this handbook are asked to explain to them the sections that pertain to them. Parents and children who do this will better understand policies and procedures that support their education process. **Please note that this handbook may be amended during the year without notice.**

**The education process will work best when the home and the school cooperate and work together. Please feel free to communicate with the school whenever you feel the need. If there are any questions or concerns about a matter, please contact the appropriate person. The proper procedure would be to first contact the teacher, then principal, then superintendent and then school board members.**

After reading and discussing the Student/Parent Handbook with your student, **please sign the Student/Parent School Agreement sheet** (the **first** page of this handbook) stating they have read and understand the rules and return the signed sheet to the school office. Please keep the Student/Parent Handbook in a secure place so it can be used as a reference throughout the school year. Also, if you do lose the handbook you can see it at our website ([HtmlResAnchor www.grgs95.org](http://HtmlResAnchor www.grgs95.org)).

We are looking forward to this year and hope that this will be a pleasing year for all.

Sincerely,

David Mathis, Superintendent

Ted Sanders, Principal

## PURPOSE OF THE STUDENT HANDBOOK

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). This handbook is only a summary of board policies governing the district. The board policies are available to the public at the Superintendent's office.

## ENROLLMENT IN THE GRAND RIDGE DISTRICT #95

Children residing within the Grand Ridge Grade School District #95 who will reach their fifth birthday by **September 1, 2011** may enter kindergarten. Only students who are residents of the district may attend Grand Ridge Grade School without paying tuition. **Proof of residency is necessary at the time of registration.** Non-resident students may only be admitted upon approval of the Board of Education, paying a yearly tuition fee, plus the yearly registration fee. The fee is based on the school's budget divided by the enrollment and is determined annually by the School Audit. **The tuition cost for the 2011-2012 school year is approximately \$7,223. The final number will be based on auditor's final amount printed in October of 2011.** Payment is in advance, by quarters with a total of four (4) payments. The first tuition payment is due at registration and the following payments are due at the beginning of each grading period.

## NON-PUBLIC SCHOOL STUDENT ATTENDANCE

The Grand Ridge School District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education and special education programs on a space-available basis. Placement is determined by the administrative and board policies, including district administered achievement tests, results of district criteria referenced tests, and records from previous school enrollment.

Students accepted for partial enrollment must comply with all discipline, fees, and attendance requirements established by the school.

## GENERAL DROP OFF AND DISMISSAL RULES

The school day begins at 8:30 and ends at 3:00. **On Wednesday school dismisses for School Improvement at 2:15.** Students should start arriving by 8:10 and no later than 8:30. **The doors will be locked until 8:15. Children who eat breakfast will enter the building at 8:10.**

**Children walking should use the crossing walk if they need to cross the street. The crossing guard is there to assist them. The children should use the main entrance by the office. Parents who drive their youngsters to school must drop off the children on Main Street (south side of the building) or the main entrance on the west side of the building between 8:10 and 8:30. On cold or rainy days, the students will enter the building and will stand in the hallway by the office until dismissed. Children may not be dropped off at the north side of the building where the buses unload.**

School dismisses at 3:00 PM. Students are to leave the building immediately at the close of the school day unless under the supervision of a teacher. **Students who are walking or being picked up by their parents will exit the building using the south side doors of the lobby by the gym.**

**Parents can park on the south side of the building on Main Street on both sides of the street. Parents coming from Grand Ridge, please use the parking on Main Street. Please do not block driveways of residential homes or businesses. For the children's safety, students and parents who**

have to cross the street to get to a vehicle need to use the cross walk. The crossing guard will assist the children crossing the streets.

Parents can also park in the west parking lot (front parking lot) in marked parking places and along the sidewalk near the building. Vehicles coming off of IL 23, should enter the parking lot on the north end of the parking lot and exit on to Main Street (south exit of the parking lot). Cars parked along the school, should be facing south. No vehicles should be parked in the fire lane.

Parents picking up K- 2 should come to the south side doors to pick up their children. Discuss with your older children where they should meet you.

Children may not be picked up at the bus loading area on the north side of the building. If you need to pick up your child, please make arrangements before 3:00. Bus notes need to be written and given to your child's teacher in the morning. Note(s) will be given to your child from the office. If you need to get your child at the end of the day because of an emergency, you can call or come into the office before 3:00 to make sure they don't get on the bus.

### STUDENT ABSENCES REPORTING

All absences should be phoned into the school office (249-6225) by 9:00 AM. If you wish to have homework sent home for your child, please inform us when you call in the absence. Homework will be ready for you to pick up at the end of the day. If the student has not been reported absent by 9:00 AM, school personnel will attempt to call the student's home, the parent's place of business, or a number on the student's emergency form to report the absence.

If you know beforehand that your child will be absent (i.e., doctor, dental appointment, etc.) please inform the office before the absence occurs.

**If a student enters school after 8:50 AM, he/she is marked absent for the morning.**

**A student must be in attendance until 11:00 AM to be counted present for the morning.**

**A student must be at school by 12:30 PM to be marked present for the afternoon.**

**If a student leaves before 1:50 PM, they will be marked absent for the afternoon.**

**Any student leaving school for an appointment cannot be gone longer than an hour or they are marked absent for AM or PM (depending when they are gone).**

### STUDENTS ARRIVING TARDY

**The school day runs from 8:30 a.m. to 3:00 p.m. Any student arriving at school after 8:30 a.m. must report to the office for a Tardy Slip. They should also have a note signed by their parent, stating why they are late. A student receiving their third tardy slip will have a meeting with the principal and a letter sent home to parents. After six total tardies, a detention is given and a meeting is set up with parents/guardians of the child and a Truancy Review Team, consisting of administration and teachers. If the student receives any additional tardies (7 or more) this information will be turned over to a truant officer and parents/guardians may be required to come before the school board.**

### ATTENDANCE

#### Philosophy

The district's educational program is built on the premise that regular attendance is vital to a student's success in school. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parent(s) or guardian(s) and school personnel. The student who is frequently absent misses social interaction, class instruction and discussion, even though written work is made up.

### **Expectations**

The district expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of any absences and their causes. Parents are urged to try to schedule doctor, dental appointments, etc., after school hours. The district will also monitor each student's attendance and inform parents or guardians of any attendance problems.

### **Excessive Absenteeism**

This district considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. **Excessive absenteeism includes excessive tardiness. Also, excessive absences may result in eliminating participation in extracurricular activities; school sponsored trips, programs, graduation ceremonies, and /or retention as provided under the terms of the Grand Ridge CCSD #95 Truancy Prevention Program. A copy of the program guidelines can be obtained in the school office.**

### **Valid Causes of Absenteeism**

This district, in keeping with Section 26-2a of the Illinois School Code, considers the following circumstances to be valid causes for student's absence:

- illness
- observance of a religious holiday
- death in the family
- other situations approved by the school administration

### **Medical Documentation**

Under certain circumstances, the district may require parents or guardians to present medical documentations of physical or emotional conditions causing a student's absence.

### **Vacations**

Family vacations should be scheduled during times that school will not be in session. Such vacations may disrupt the continuity of a student's learning and create educational problems. **The teacher(s) may provide assignments or make-up work prior to the vacation. If the teacher takes the time to prepare work ahead of time, the child should do the work and have it completed when they return.** Understand, work not completed in a timely manner, may affect a child's grade. Excessive number of vacation days could warrant a meeting with the principal to discuss truancy.

### **Truancy/Chronic Truant**

Truancy is an unexcused absence from school for all or part of the school day, as defined by Section 26-2a of the Illinois School Code. **A student is considered to be Chronically Truant if they are absent without valid cause for 5% (9days) or more of the previous 180 regular attendance days. Consequences for truancy are determined by the repetitive and or nature of the truancy. Parent will be contacted and all absences beyond five (5) days without a doctor's notice will be referred to the School Social Worker and/or the administration to verify its legitimacy. If necessary the La Salle**

**County Truant Officer will be contacted to take appropriate action. Excessive absences or truancy may seriously jeopardize a student's grades and abilities in the classroom.**

### **Resources and Supportive Services**

The following resources and supportive services are available to students with attendance problems and their parents or guardians:

- Conferences with school personnel
- Counseling services of school social worker and/or school psychologist
- Placement in alternative educational programs
- Referral to community agencies for appropriate services

### **Truant Minor**

**The Grand Ridge School District, in keeping with Section 26-2a of the Illinois School Code, considers a truant minor to be a chronic truant to whom the above resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and refused by the parent(s), guardian(s) and/or student.**

### **Referral of Chronic Truant**

This district will refer chronic truants to the Regional Office of Education in accordance with current procedures established by the LaSalle County Truant Officer.

## **VISITORS' POLICY**

For the safety of students\_during the day the doors are locked and visitors must be buzzed in. Before entering the main building, buzz the office and please identify yourself and state the reason for your visit. **Upon entering the building you will need to sign in at the office and receive a visitor's pass to go beyond the designated area by the office. Visitors (including parents and guardians) shall not be allowed to be in any area of the school during the regular school day without proper authorization by district administration. Parents should make every effort to keep from disturbing their student while he/she is in class. AN ABUSE OF THIS POLICY MAY BE GROUNDS FOR REMOVAL FROM THE SCHOOL.**

Students are not allowed to bring visitors to school without permission from the principal. This shall include siblings, relatives and friends.

Items students have forgotten can be dropped off in the office.

## **STUDENT RESPONSIBILITIES**

**Participation:** Students have the responsibility of participating fully in the serious business of learning. Students must report to school and to ALL scheduled classes regularly and on time, remain in classes until excused, pay attention to instructions, complete assignments to the best of their ability, and request help when it is needed.

**Behavior:** Students must cooperate in maintaining reasonable orderliness in the school and in the classroom and take reasonable care of books and other instructional materials. Students shall care for school property; students and their parents may be charged for the damage to school property. Students

must refrain from disruptive behavior and threatening or fighting with other students. Students shall respect the rights of others to pursue a course of study without undue interference.

**Respect for Teachers:** Students have the responsibility of showing respect for the knowledge and authority of their teachers. REMEMBER, ANY TEACHER HAS THE AUTHORITY TO CORRECT A STUDENT ON THE SPOT. Students must use only acceptable and courteous language in interactions with teachers and other school staff.

**Respect for Other Students:** Students have the responsibility of recognizing the rights and human dignity of fellow students. For example: students must refrain from name-calling, fighting, harassment, belittling or engaging in deliberate attempts to embarrass or harm another student.

**Lockers and Desks:** Lockers and desks are school property. They are to be kept neat and clean. School officials have the right to search any locker or desk with or without the assigned student's knowledge or consent (**See Search and Seizure information on page 31**). Students are required to use only their assigned locker and a school issued lock. Lockers must be locked at all times; failure to do so may result in a loss of locker privileges. The school assumes no responsibility for lost or stolen items.

### **SCHOOL SCHEDULES AND MENU INFORMATION**

Information, lunch menu, breakfast menu, scheduled events and changes in the school schedule are communicated through the school newsletter and the district's website, [www.grgs95.org](http://www.grgs95.org).

### **EARLY DISMISSALS**

Students who must be dismissed early from school should bring a note from home to the office stating what time they need to be dismissed and the reason. The note should be brought to the office first thing in the morning and the student will receive an Early Dismissal Slip. Parents picking their child up early during the school day are to report to the school office and the child will be called out of class.

### **EMERGENCY DISMISSALS**

In the event that the decision is made to call an Emergency Dismissal, we will refer to the emergency dismissal plan parents filled out at registration. As a rule, we try not to dismiss early for any reason. However, the time may come when we have no other choice. We could be forced to dismiss due to the weather, power outage, heat problems, etc.

### **WEATHER ANNOUNCEMENTS/DRILLS**

**The school district has early emergency notification system Alert Now. It will be used to notify parents/guardians of an emergency such as a snow day or any other informational items the school district deems important such as parent teacher conferences.** The district will also post school being closed on the radio. During inclement weather parents are asked to tune to radio stations; WCMY 1430 AM -Ottawa, WSTQ 1250 AM -Streator, or WLPO 1220 AM- LaSalle. As soon as a decision has been made to cancel school or start late, **Alert Now** will be contacted to send a message by phone to parents/guardians and the radio stations will be notified. If a weather problem/emergency occurs during the school day, the radio stations and Alert Now will be notified as soon as a decision has been made. Please keep tuned to your radio if you think there is a possibility of an early dismissal.

Evacuation (Fire), Severe Weather (Tornado), Bus Evacuation and other safety drills will be held throughout the school year as prescribed by the School Safety Drill Act (105 ILCS 128/1). All procedures are posted in the classroom.

## TELEPHONE

Parents are urged not to call students while school is in session except in cases of emergency. A student phone is available in the office for calls to parents regarding school business. **Students must have a permission slip from their teacher to use the phone during school hours.**

## TRANSFERS

Students moving away from the District should notify the school office at least **three (3)** days prior to their move. Student records will be mailed to the new school when a written request, signed by the parent, is received from that school. At the end of the year if you know your child(ren) will not be attending Grand Ridge the following year, please notify the office as soon as possible.

## BREAKFAST/CAFETERIA RULES & INFORMATION

1. A menu for the week will be posted on the bulletin board in each classroom. Menus are included in the weekly Newsletter and are sent home with the youngest child in the family each week.
2. **Breakfast is served between 8:10 – 8:30. Students eating breakfast are allowed in the cafeteria starting at 8:10 AM. Anyone planning to eat breakfast needs to be here at this time. They are to go directly to their homeroom after they have finished eating.**
3. Students will form a single line to the kitchen. After getting your tray, go to the table assigned you.
4. Students should be on their best behavior at any time; either in the line, while eating, or while leaving the cafeteria.
5. Children should whisper or use their inside voices while eating.
6. Straws are to be used for milk.
7. Clean up your area. Any paper or food you drop, please clean it up.
8. **To avoid congestion, students are asked to place milk carton / paper in the can provided, silverware in the trays provided, to take their trays to the window and return to the table until dismissed by the person in charge.**
9. Food is to be eaten in the cafeteria.
10. Students need to stay on school grounds during the lunch time.
11. Lunch periods are as follows:

<u>Grade</u>	<u>Time</u>
<b>K-2</b>	<b>11:40 A.M.-12:20 P.M.</b>
<b>3-5</b>	<b>12:00 P.M.-12:40 P.M.</b>
<b>6-8</b>	<b>12:35 P.M.-1:15 P.M.</b>



## CARE OF SCHOOL PROPERTY

Each student is responsible for the textbooks and materials which the student rents or uses. If materials or a book are damaged, lost or stolen, the student to whom it was issued is financially responsible for the replacement or repair of the book or materials. Parent will be billed for the cost. Any person caught destroying or damaging school property must pay for the damages, will be subject to disciplinary action by the school, and may be subject to arrest by law enforcement officials. Final report cards will not be given until all bills have been paid.

## LOST AND FOUND

**The school is not responsible for lost or stolen equipment.** Lost and Found is located outside the main office. All “found” articles should be brought to the main office. Parents may call the school or check the “lost and found”. We suggest that all personal articles be plainly marked with the student's name. Students are not to have radios, tape recorders, **MP3/I-Pods, CD players electronic games, etc., in school unless they have permission from a teacher or the Principal.**

## STUDENT FIELD TRIPS/REWARD PARTIES

**Students will be on field trips, class trips, or reward parties during the school year. This is an extension of the education process of Grand Ridge CCSD 95. Students will participate in many activities throughout the school year. Students are transported by the buses but occasionally classes do walking field trips during the year. Parents will be notified of these trips through the newsletter or letter from the sponsor/teacher of the trip. Permission slips for any trip will be a part of the signature page located at the front of the handbook and it is returned at the beginning of the year.**

## CLASSROOM PARTIES AND ACTIVITIES

Various holiday parties and special events may be conducted in the students’ classroom throughout the school year. Teachers must give permission for students to bring birthday treats or have parties of any kind. If parents are bringing treats they are to be brought to the office and the student will be notified. No preschool child may visit school without their parents and no school-aged child may accompany a child to class. The teacher(s) in charge of any classroom party or activity are responsible only for the students in the classroom. No baby-sitting of student’s brothers or sisters will be provided

## ANIMALS AT SCHOOL

To provide a safe and healthy environment for all students, no animals may be brought into school facilities except that (a) individuals with disabilities may have appropriate access to service animals or as provided by a student’s individualized education program; (b) law enforcement agencies may use animals when appropriate; and (c) the building Principal may grant permission for animals to be allowed in school facilities for educational purposes.

Animal owners, including employees and students, seeking to bring an animal into a school facility must submit a written request on form 6:100 provided by the District to the building Principal at least 48 hours before bringing the animal to school. The Principal shall determine if the request shall be granted on a case by case basis. Animal owners must agree to hold the district harmless for any injury to or caused by the animal. Animals are not to be brought on the school bus. All animals should be **on a leash** or in a cage. All parties must agree to comply with the guidelines for Using Animals in School Facilities as described in the request form.

## RIGHTS UNDER THE SCHOOL VISITATION RIGHTS ACT

Parents of students attending Illinois Schools who work for employers who employ at least 50 or more individuals in Illinois have certain rights under the School Visitation Rights Act (820 ILCS 147/1). Employed parents who have worked for an employer for at least six consecutive months, who work at least half-time, and who are unable to meet with educators because of a work conflict must be given leave of up to 8 hours during the school year to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. However, no more than 4 hours of this time can be taken on any given day and leave under this Act may not be taken unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer. The District will provide documentation for parents' use confirming the date and time of each school visitation upon a parent's request for such documentation. For regularly scheduled, non-emergency visitations, the District will make time available for visitation during both regular school hours and evening hours, when it is practicable and the District is readily able to do so.

## SCHOOL GENERATED SURVEY POLICY

Periodically surveys or other activities generated by school personnel involving collection of information will be sent home that request personal information from students/families. The sole purpose of this information is to make decisions here at the school to provide better educational programs for the children. None of this information is given to others for marketing or for selling of information.

## PROTECTION OF PUPIL RIGHTS ACT

Parents have the right to inspect all instructional materials, including teacher's manuals, films, tapes, or other supplementary material, which will be used in connection with any survey, analysis, or evaluation of their child (such instruction materials do not include academic tests or assessments).

Parents shall have the right to inspect a survey created by a third party before it is administered and distributed to their student. Said surveys may be obtained by contacting the appropriate school office and/or teacher. Parents shall have the right to be informed of the arrangements made to protect student privacy with regard to surveys requesting particular personal information.

Parents shall have the right to inspect any instructional material used as part of their child's educational curriculum by contacting the appropriate teacher to establish a mutually convenient time for viewing. **Instructional material does not include academic tests or academic assessments.**

Parents shall have the right to notification of any physical examinations or screenings, which the district may administer to the student.

Parents shall have the right to inspect any collection instrument used for the purpose of marketing or selling of personal information. Parents may opt-out of this process by filing with the appropriate school office a non-disclosure request form by September 1st of each school year.

Parents shall have the right to refuse consent for their child to submit to and/or to request protections of student privacy for any survey that reveals the following information:

- a. political affiliations or beliefs of the student or the student's parent;
- b. mental or psychological problems of the student or parent;
- c. sex behavior or attitudes;
- d. illegal, anti-social, self-incriminating, or demeaning behavior;
- e. critical appraisals of other individuals with whom respondents have close family relationships;
- f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. religious practices, affiliations, or beliefs of the student or the student's parent; or
- h. income (other than that required by Illinois law to determine eligibility for participation in a program or for receiving financial assistance);

Any parent interested in further information concerning the exercise of these rights should contact the Superintendent.

#### **PARENT'S RIGHT TO KNOW**

At the beginning to each school year, a local educational agency that receives Title I funds shall notify the parents of each student attending Title I schools that the parents may request, and the Local Educational Agency will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following;

- a. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. Whether the teacher is teaching under emergency or other provisional status through or degree held by the teacher, and the field of discipline of the certification or degree.
- c. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- d. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

#### **SCHOOL-PARENT COMPACT**

It shall be the goal and purpose of GRCCSD95 to provide a high-quality curriculum and instruction in a supportive learning environment that enables the children served under Title I to meet the State's student academic achievement standards. Parents can foster this purpose by carefully monitoring attendance, homework, and behavior. Parents should stress the need to make learning a priority. Parents are encouraged to visit the school and become involved in their children's educational career; and are encouraged to be active in the educational decisions of the child and be supportive of extra-curricular participation by their children.

Students will be given the opportunity to be successful in school and life. They will attend classes taught by highly qualified staff and be given a curriculum which will help them to achieve an education which is second to none in Illinois. They will be assessed based on the Illinois Standards of Learning. Additional assistance will be provided to students who fall behind in educational endeavors. Services include, but are not limited to, tutoring and appropriate referrals to additional programs as indicated.

## **USE OF A PHOTOGRAPH OR VIDEO RECORDING OF A STUDENT**

Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the building Principal. The school may use these pictures without identifying the student in various publications including the school yearbook, school newspaper, school information flyers or newsletter and the school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school related activity. The district is not responsible for photographs taken of students by other students or other individuals without the consent of district staff.

On occasion school officials may want to identify a student in a school picture. Examples include but are not limited to, acknowledgement of students who participated in a school activity or acknowledgement of students who deserve special recognition. In order for the school to publish a picture with a student identified by name, the student's parent or guardian must sign the consent form included at the beginning of this handbook.

School bus videos are discussed in the pupil transportation section of this handbook.

## **TRANSPORTATION REIMBURSEMENT ELIGIBILITY REQUIREMENTS**

This program is for parents/guardians to whom free busing is not provided. It is also utilized by parents/guardians that live less than 1.5 miles from the school and have a Serious Safety Hazard approval on file with their Regional Office of Education. The reimbursement rates are usually prorated, and are paid out on a per pupil basis.

### Purpose and Eligibility

The purpose of the Parent/Guardian Pupil Transportation Program is to reimburse parents or guardians of eligible students for qualified transportation expenses. Statutory authority for this program can be found in the Illinois School Code at 105 ILCS 5/29-5.2 Student eligibility criteria for this initiative includes the following:

1. The pupil must be under age 21 at the close of the school year;
2. The pupil must be a full-time student in grades K-12;
3. The pupil must live either: 1) 1 1/2 miles or more from the school attended; or 2) within 1 1/2 miles of the school attended, where a verified safety hazard exists (similar to the safety hazard mechanism in regular/vocational transportation reimbursement); and
4. The pupil did not have access to transportation to and from school provided entirely at public expense.

If a student lives within 1 1/2 miles of the school attended, where a verified safety hazard exists, an Application for Determination for Serious Safety Hazard must be filed with the Regional Superintendent in your area by February 1 each year. If a serious safety hazard is verified by the Illinois Department of Transportation, the approval is valid for four years.

Parent/Guardian Transportation Claim forms are mandated to be filed electronically via the Illinois State Board of Education (ISBE) Web Application Security System (IWAS) located on the ISBE homepage at [HtmlResAnchor www.isbe.net](http://www.isbe.net).

IMPORTANT NOTE TO PARENTS: PLEASE DO NOT TRY TO FILE A PARENT/GUARDIAN CLAIM INDIVIDUALLY. YOU MUST GO TO THE SCHOOL THAT YOUR CHILD ATTENDS IN ORDER TO FILE A CLAIM. THE SCHOOL IS THE ONLY ENTITY THAT CAN TRANSMIT A PARENT/GUARDIAN CLAIM ELECTRONICALLY VIA THE IWAS SYSTEM.

Parents can submit claim information at the attendance center their pupil attends until June 30 each year.

### **TEXTBOOK RENTAL FEES**

A yearly fee is charged for the rental of textbooks. This fee is to be paid during registration. If the fee cannot be paid in full at this time a payment schedule of five (5) payments can be arranged. **All fees must be paid by February 1<sup>st</sup>. If registration fees are not paid in full, your account will be turned over to our collection agency.** Fees for the **2011-2012** school year are:

Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> - \$100.00 (kindergarten fee includes \$35.00 for morning milk and headphones. First and second grade fee includes morning milk)  
Grades 3 – 8 - \$80.00 (This includes a school planner).

Headphones are purchased for \$3.00 for any student moving into our district. We hope these headphones will last as long as the students attend our school. They will travel with them from class to class and when they graduate or leave they can take them home. If your child would lose them or break their headphones, they would have to purchase another set of headphones.

Books are rented and must be returned in good condition. Parents/guardians are responsible for the cost of replacing or repairing lost, stolen or damaged books. This includes books and materials originally provided to parents free of charge under the Illinois Textbook Loan Program. Report cards may not be issued until said fees are paid.

### **BREAKFAST AND LUNCH FEES**

The cost of breakfast is **\$1.00** per day. Students must purchase a breakfast ticket for **\$10.00**, which is good for ten (10) breakfasts. Students who qualify for reduced meals may purchase a breakfast ticket for **\$3.00**. Individual breakfast tickets **WILL NOT** be sold.

The cost of lunch for grades K-2 is **\$1.75 per day** and for grades 3-8 the cost is **\$1.90 per day**. Students must purchase a lunch ticket, which is good for ten (10) lunches. The cost for grades K-2 is **\$17.50** and for grades 3-8 the cost is **\$19.00**. Students eligible for reduced meals may purchase a lunch ticket for **\$4.00**. Individual or daily lunch tickets **WILL NOT** be sold.

- 1. Milk is available for \$.25 a carton for children bringing their lunch.**
- 2. Students will be allowed to charge two meals ONLY! After two charges the student will be sent to the office to call their parents for money for a new ticket.**
- 3. Students in 5th grade will serve as helpers in the cafeteria. They receive their lunch free the days they work. This is an opportunity to see the importance of community services. Students will be asked to work at least 6 times during the year.**

## **FREE & REDUCED MEALS APPLICATIONS**

**Applications for free & reduced meals are available at registration or anytime during the school year. If you now receive food stamps or TANF (Temporary Assistance for Needy Families) for your child(ren), we will receive Direct Certification from the state showing their eligibility to receive free meals. If you don't have Direct Certification from the state you will need to fill out an application showing total household income and household size. If household income is the same or less than the amounts on the Income Chart listed on the application, your child(ren) can receive free or reduced meals. A foster child may receive free meals regardless of your income.**

School officials use the information on the application only to decide if your child(ren) qualifies for free or reduced meals. All applications are confidential.

In the operation of the child feeding programs, no child will be discriminated against because of race, sex, color, or national origin; age or handicap. If you believe you have been discriminated against, write to the Secretary of Agriculture, Washington D.C. 20250.

Parents/guardians are informed as soon as possible if their application is approved or denied. You may talk to school officials if you do not agree with the school's decision on your application or the results of the verification. You also may ask for a fair hearing. You may do this by writing **Mr. Ken Bernard**, School Board President, **1526 N. 19<sup>th</sup> Road, Grand Ridge, IL 61325**.

Your eligibility may be checked by school officials at any time during the school year. School officials will ask you to submit papers showing that your child(ren) should receive free or reduced price meals.

## **WAIVER OF FEES**

You may be eligible for a waiver of student fees if you receive public aid; if your gross income is under that set amount in the federal guidelines for free or reduced price lunches; or if you are otherwise able to establish that you cannot afford to pay these fees. Applications requesting waiver of fees can be picked up in the main office and should be submitted to the Principal. The use of false information to obtain such waiver is a felony under Illinois law. Any inquiries should be directed to the Principal.

## **PARENT NOTIFICATION OF MEDICAID CLAIM**

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, Grand Ridge School will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release of information related to Medicaid claims for your child, no further action is necessary on your part. **You will be asked to sign a release if this reimbursement becomes necessary with your child.**

## SCHOOL INSURANCE

Insurance covering accidents during the school day and on the way to and from school is available. A twenty-four hour coverage plan is also available. Insurance forms are available each year at registration or may be picked up anytime during the school year in the office. This insurance is intended to be a secondary insurance to your primary health coverage. If you have no medical coverage, this would be your child's primary coverage.

Students participating in athletics and cheerleading must be covered by their parent's insurance and the parents must sign a waiver stating this or they must purchase school insurance. No athlete or cheerleader will be allowed to practice until proof of insurance is shown.

### PUPIL TRANSPORTATION SERVICES: ILLINOIS CENTRAL SCHOOL BUS (815-673-1100)

#### Instructions to Bus Riders

Students must understand and accept the responsibility that is theirs when they ride the bus. The bus rides before and after school are extensions of the school day. The rules and the discipline apply to time students spend riding the bus to and from school and also on field trips. Reminder: It is a privilege to ride the bus, and this privilege can be lost if the student does not behave.

School bus riders, while in transit, are under the jurisdiction of the bus drivers, unless the Board of Education designates some other adult to supervise the riders. **The drivers of Illinois Central School Bus are entrusted with the health, safety and welfare of each passenger riding the buses.** Drivers will not tolerate any behavior that distracts or prevents them from driving safely. The goal of the drivers is to make sure passengers receive safe transportation. The bus policy refers to any student riding the bus at any time. Children riding home with a friend on a bus are included. **Please talk to your child about the program and stress the importance of good behavior on the bus for their own safety, as well as the safety of others.**

#### Policy on Parent Boarding Bus

**At no time is a parent to board the bus to handle any discipline matter without the express permission of the bus driver. Such an unauthorized boarding threatens the safe operation of the bus and/or its occupants. A parent may enter if the bus driver gives permission to assist or if there is an emergency such as a bus accident.** If a parent has a concern with any issue on the bus, the proper procedure is to first discuss the concern with the bus driver. If a satisfactory consensus is not reached, then the parent should bring the matter to the attention of the **bus company (815-673-1100)** and then, if a satisfactory consensus is not reached, to the principal who handles transportation and discipline issues. If a satisfactory consensus is still not reached, then the parent should bring the matter to the attention of the superintendent. If it is still not resolved, the parent should bring the matter to the attention of the Board of Education, who will render the final decision regarding the disputed matter.

#### Bus Rules

**Remember that all of the school's discipline code and demerit system (loss of privileges) applies to behavior on the bus. Do not violate any of the rules contained in the school's discipline code while riding the bus.** The following list of rules will also be enforced and the following procedures will be carried out when these rules have been broken.

1. Be on time at the designated bus stop. Help keep the bus on schedule.

2. Stay off the road at all times while waiting for the bus. Remember to wait for the bus to come to a complete stop.
3. Go directly to your seat and do not leave your seat while the bus is in motion.
4. Listen to the bus driver and follow the driver's instructions at all times. Be alert for a danger signal from the driver.
5. Keep your hands and head inside the bus at all times. Do not throw anything on, in or out the window.
6. Remember, loud talking, laughing, or unnecessary noise while riding on the bus may divert the driver's attention and could result in a serious accident.. Talk softly and be absolutely quiet at railroad crossings.
7. Vandalism or damage to the bus and/or bus equipment will be repaired by the individual responsible and/or legal action will be taken.
8. Assist in keeping the bus safe and sanitary at all times. Eating is not allowed in the bus.
9. Keep books, packages, coats, and other objects out of the aisles.
10. **Respect other students and the driver. Threatening of student(s) or driver, swearing or verbal abuse, willful disobedience or fighting could result in a bus suspension and/or school suspension.**
11. Do not ask the bus driver to stop at places other than your regular stop unless you have a written bus note from school. Also, do not get on another bus without proper authorization.

**If one or more rules are broken, these are the consequences which may be administered by the bus driver:**

**Verbal Warning**

**Assigned to another seat**

**Written Referral (see bus suspensions on next page)**

**Driver may skip steps depending upon severity, or repetition of rule violated.**

**The school administration reserves the right to issue disciplinary consequences, up to and including suspension from the bus and demerits for bus violations, school suspensions, in addition to those imposed by the bus driver for students who violate the bus rules.**

### **Bus Permits**

**Grades K-5:** Students should have a note from their parent if they are not riding the bus home, taking another person on their bus, getting off or on at any stop other than their own, or riding another bus. The note is to be brought to the school office and the student will be given a permit to give to the bus driver. **Any more than two students riding home with another child should be picked up by a parent after school.**

**Grades 6-8:** A note from the parent is required if the student wishes to ride another bus, get off or on at a stop other than their own, or take another student home with them. A note should be brought to the office and the student will be given a bus permit

### **Video Cameras on School Buses**

Video cameras are installed on all the buses. The cameras are being used to record both the audio and video of what occurs on the school buses. The electronic recordings may be used to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. By permitting their student to ride the school bus, parents/guardians consent to the audio and visual recording of their child while on the bus. In addition, by permitting their student to ride the school bus, parents/guardians consent to disclosure and viewing of the tape by authorized persons as described below for school purposes.

Video recordings may be viewed to investigate an incident reported by a bus driver, administrator, supervisor, teacher, student or other person. They may also be viewed at random. **An electronic video or audio recording may be reused or erased in the normal course of business, unless it is needed for an educational or administrative purpose.**

Information recorded on the school bus videotapes is considered to be for official use only. Only those people with legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Board of Education, Superintendent, Principal, Transportation Director, Transportation Safety Director, TRIP (Transportation Rider Intervention Program) Director, sponsor, coach or other supervisors and such persons are authorized to view all videotapes. Persons authorized in this paragraph to view these videotapes may show relevant portions to drivers or students or group of students, their parents or guardians to promote transportation safety, to identify disruptive behavior of bus riders and or to document activities of bus drivers or bus riders during transport.

The video tapes will not be used for general showings to individuals or to groups, nor will they be given to the media. If the content of a video tape becomes the subject of a disciplinary hearing, it will be treated like other evidence in the proceeding.

The use of video cameras on a school bus is an aide to monitor bus discipline. It does not replace the discipline policy, the authority of the driver, or the responsibility of the school officials.

### **BUS SUSPENSIONS**

The bus discipline policy used by the district is called the Transportation Rider Intervention Program (TRIP). The program sessions will be facilitated by the school social worker, principal, and the child's parent. It is the hope of the administration that this student intervention program will provide strategies the child can use to prevent being suspended from the bus. **For each offense a conduct demerit is given. Please see the explanation of the conduct demerits on page 39.**

**First Offense (1 Demerit):** The parents will be notified **verbally and/or** by mail of their child's behavior and the student will be mandated to attend a one-hour after-school program called Transportation Rider Intervention Program (TRIP) the following Thursday. The parent must provide transportation home from school after the program.

**Second Offense (1 Demerit):** The parents will be notified **verbally and/or** by mail of their child's behavior. The student may be suspended from riding the bus for a period of **two (2) school days**. It is the responsibility of parents/guardians to provide transportation to and from school. The following

Thursday, after the suspension is served, the child must attend TRIP and the parent is invited to attend. The parent must provide transportation home from the program.

**Third Offense (1 Demerit):** The parents will be notified **verbally and/or** by mail of their child's behavior. The student may be suspended from riding the bus for a period of **five (5) days**. It is the responsibility of parents/guardians to provide transportation to and from school. The following Thursday after suspension is served, the student **and parent are required** to attend TRIP. The parent must provide transportation home from the program. If the parent does not attend TRIP with their child, the child is suspended from the bus until the parent attends the program.

**Fourth Offense (1 Demerit):** The parents are notified verbally and/or by mail of their child's behavior. The student may be suspended from riding the bus for a period of ten (10) school days. It is the responsibility of parents/guardians to provide transportation to and from school. The following Thursday after the suspension is served, the student and parent must attend TRIP. If the parent does not attend TRIP with their child, the child is suspended from the bus until the parent attends the program.

**After the fourth offense, the student will then be referred to a bus discipline committee.** They will at that time notify the Board of Education of the situation and make a recommendation of their own if there are any further discipline actions on the bus, the child completely loses their privilege to ride the bus the remainder of the school year.

**In any event, the District may suspend a student from riding the bus in excess of 10 school days for acts of gross disobedience or misconduct which impact student/driver safety.**

## **EYE /PHYSICALS/ DENTAL EXAMS & IMMUNIZATIONS**

### **Eye Examinations**

All children enrolling in kindergarten on or after January 1, 2008 and any student enrolling for the first time in a public, private or parochial school in Illinois on or after January 1, 2008 shall have an eye examination. Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year must be submitted to the school by the first day of school. If proof of an eye examination is not presented by that deadline the school may hold the child's report card until one of the following occurs:

Proof of a completed eye examination is presented to the school or

Proof that an eye examination will take place within 60 days of the first day of school is presented to the school.

An Eye Examination Waiver Form (described below) is presented to the school.

Parents who object to an eye examination on religious grounds shall not be required to submit their child to the examination if the parent presents to the building principal a signed statement of objection detailing the grounds for the objection.

Children who show an undue burden or a lack of access to an optometrist or to a physician who provides eye examinations shall receive a waiver from the requirement for an eye examination. A waiver form may be obtained from the Principal or his/her designee. An undue burden or lack of access to an optometrist or to a physician who performs eye examinations includes but is not limited to, the following circumstances:

The child is enrolled in the free and reduced lunch program under the School Breakfast and Lunch Program Act and is ineligible for Public Assistance (Medicaid/ALLKIDS).

The child is enrolled in Medicaid/ALLKIDS, but the parent or guardian is unable to find an optometrist or physician in the community who accepts Medicaid/ALLKIDS and who is able to see the child.

The child does not have any type of medical or vision/eye insurance coverage, and there are no low-cost clinics in the community that provide eye examinations as required by the Illinois School Code and Department of Public Health Regulation 665.620 and that will see the child.

### **Physical Exams**

Students entering kindergarten and 6th grade; as well as students transferring from an out-of-state school, are required by the Illinois School Code to have a recent physical exam on file in the school office by the first day of school. Students will not be allowed to attend school until the physical examination form is on file in the school office, or an appropriate objection based on religious or medical grounds has been submitted by the parent/guardian and approved by the Superintendent or his designee. Presenting proof by the first day of school that an appointment has been scheduled in the future for the physical examination and/or immunization is not sufficient. The student will be excluded from school until the physical examination form and/or immunization form is on file in the school office unless otherwise permitted by statute.

### **Dental Examinations**

The Grand Ridge Board of Education and State of Illinois require that all students in kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grades shall have a dental examination and present proof of having been examined by a dentist before May 15<sup>th</sup> of the school year. If proof is not provided by the May 15 deadline the school may hold the child's report card until the child presents proof of a completed dental exam or the child presents proof that a dental examination will take place within 60 days after May 15<sup>th</sup>.

Students entering kindergarten and 6th grade must provide proof of having received immunizations against preventable communicable diseases as required by the Illinois Department of Public Health by the first day of school. Students will not be allowed to attend school until the immunization form is on file in the school office or an appropriate objection based on religious or medical grounds has been submitted by the parent/guardian and approved by the Superintendent or his designee.

### **Immunizations**

In addition to other required immunizations, all kindergarten students must have a lead screening and chicken pox vaccination, and proof of this must be written on the immunization form in the appropriate place. Immunization records will be checked at the beginning of the school year. If any immunizations requirements are lacking, the parents will be notified.

In the case of a transfer student, a period of 30 calendar days beginning with the first day of enrollment in the district shall be given to meet the immunization and physical/dental examination requirements.

### **Athletic Physicals**

Students participating in athletics and/or cheerleading are required to have a physical exam each year. These exams must be completed before a student can practice or participate in athletics or cheerleading.

## **VISION SCREENING**

The school gives a vision screening in the fall. Section 5/27-8.1 of the School Code requires the school to inform parents/guardians that vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

### CAUSES FOR EXCLUSION FROM SCHOOL

1. Students may be excluded from school if they do not have the required physical exam or the proper immunizations by the first day of school.
2. Students may be excluded from school if they are identified as having a communicable disease and pose a threat to the school population. We ask that parents notify the office if their child has a communicable disease.
3. Students are checked for head lice and/or nits. The school conducts a school-wide head check at the beginning of the school year, after Christmas break and after Spring break. Students who are found to have head lice or nits are sent home for treatment. **Treatment should be immediate and the child(ren) should return the following day.** Students returning after treatment are checked and can return to their classroom if they meet the guidelines established by the LaSalle County Health Department

### MEDICATION INFORMATION

Parents and/or guardians have the primary responsibility for administering medication to their children. Administering medication during school hours or a school related activity is discouraged unless it is necessary for the critical health and well-being of the student.

If the student must receive medication during the school day in order to maintain the child in school, the following rules apply:

1. Parents must bring medication (including over-the-counter cold medication and aspirin) in its original container to the school office at the beginning of the school day with a note specifying dosage and time to be given. Empty prescription bottles will be sent home with the student.
2. Prescribed medication will not be given by school personnel unless brought in by the parent with a Medication and Authorization Form from a physician stating the reason it is to be given, instructions for administering, and the side effects. The medication is to have the student's name on it, be in its original container, and be brought to the school's office. If a spoon is necessary, please provide one. If this medication must be taken at home and requires the student to take it home each night, please send (in its original container) only the amount he/she will need for the school day.
3. If a student will be on medication throughout the school year, then the parent and doctor must sign a Medication Authorization Form available in the school office at registration or anytime during the school year.
4. With any new medication, the initial dose will not be administered by the school. This must be given at home or in the doctor's office.
5. Students are generally not allowed to self medicate. Exceptions would be those students needing asthma medication (inhalers), or epi-pens for allergic reactions to bee stings. A Self

Administration of Medicine Form will need to be filled out by the prescribing physician(s) and the parent or guardian, and kept on file.

6. Under no circumstances will medications, either prescription or over-the-counter, be distributed unless the above guidelines are met.
7. For more information regarding the medication policy, see the Administrative Regulations Governing Non-Emergency Administration of Student Medication and Emergency Medical Care, which is handed out at registration time or is available in the office during the school year.

### ASTHMA MEDICATION/SELF ADMINISTRATION

Pursuant to Section 5/22-30 of the School Code, schools are required to permit the self-administration of medication by a student with asthma or the use of an epinephrine auto-injector by a student provided that:

1. the parents of the student provide to the school written authorization for the self-administration of medication or use of an epinephrine auto-injector ; and
2. the parents provide to the school a written statement from the student's physician, physician assistant, or advanced practice registered nurse containing the following information:
  - a. the name and purpose of the medication or epinephrine auto-injector;
  - b. the prescribed dosage; and
  - c. the time or times at which or the special circumstances under which the medication or epinephrine auto-injector is to be administered.

Parents are hereby informed that the school district and its employees and agents shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or use of an epinephrine auto-injector by a student.

The authorization form for self-administration of medication may be obtained from the school office. The permission for self-administration of medication or the use of an epinephrine auto-injector is effective only for the school year for which it is granted and must be renewed each subsequent school year.

### THE CARE OF STUDENTS WITH DIABETES ACT

**Under the *Care of Students with Diabetes Act* (“Act”) (105 ILCS 145/1 et. Seq) a parent or guardian must submit a Diabetes Care Plan to the school for any student who seeks assistance with diabetes care in the school setting or who has been managing his or her diabetes care in the school setting.**

**Under the Act, specific information must be provided in the Diabetes Care Plan such as physician instructions for the student's diabetes management and designation of appropriate school staff who will provide and supervise services for the student. Therefore, parents and guardians are**

encouraged to collaborate with the student's physician and school personnel in the creation of the plan.

The Diabetes Care Plan must be submitted to the school at the beginning of each school year, upon enrollment, as soon as practical following a student's diagnosis, or when a student's care needs change during the school year. It is the parent or guardian's responsibility to inform the school in a timely manner of any changes to the Diabetes Care Plan recommended by the student's physician.

In addition to the Diabetes Care Plan, Parents must also complete forms provided by the school district regarding authorization for the administration of medication and authorization for designated district representatives to communicate directly with the student's physician regarding the necessary management of the student's diabetes.

To assist the school district in safely transporting the student, the Act also requires that an information sheet be provided to any school employee who transports a student for school-sponsored activities. The information sheet identifies potential emergencies that may occur as a result of the student's diabetes and the appropriate responses to such emergencies. Parents must assist the district in the completion of the transportation information sheet by providing the information and authorizations necessary to complete the form.

To begin the process of completing the Diabetes Care Plan and other required documents the Parent or Guardian must contact the building principal.

### **LIFE THREATENING FOOD ALLERGY MANAGEMENT PROGRAM**

The District has implemented a policy and procedures for managing students with life threatening food allergies. If your student has a life threatening food allergy you must inform the Building Principal and submit the necessary health information and medication authorization forms to the school. A meeting will then be scheduled to review the health information submitted by the student's physician, assess the student's allergy management needs and develop an individual health care plan and emergency action plan for the student. An individual health care plan indicates the steps the school will take to accommodate the individual needs of the student with a life threatening food allergy in school and at school related activities. The accommodations provided in an individual health care plan will depend on the age of the student, the allergens involved and the facilities at the school. An emergency action plan indicates the specific treatment steps school personnel will take if a student has a life threatening allergic reaction while at school or at a school related activity.

### **OTHER SPECIAL MEDICAL CIRCUMSTANCES**

If your child has a seizure plan, please notify the school and give the Principal a copy of the plan so teachers and staff can be informed.

**If your child has food allergies, please let the Principal know and list the specific allergies on the school physical form, so we can inform necessary school staff.**

**If your child has any other type of allergies (bee stings, mold, animals, etc) or medical or emotional conditions which may impact the student's education please notify the Principal.**

### **INJURIES AND ACCIDENTS**

All accidents which occur at school must be reported to the main office immediately. Students or teachers should report the details as soon as possible. Under no circumstances should a student leave the building because of injury unless leaving with parent or his/her designee. When possible, in most cases, the parent will be notified by the office when their child is injured.

### **HOME/HOSPITAL INSTRUCTION**

Students who may miss 10 or more consecutive days of school due to an accident or temporary illness may qualify for home or hospital instruction and should be referred to the Superintendent's office. Parents making such a referral will be required to include a report from a licensed medical physician which estimates the duration of the temporary physical or health impairment which creates the need for home or hospital instruction. It will then be the responsibility of the school district to determine if such instruction is warranted.

### **STUDENT SOCIAL AND EMOTIONAL DEVELOPMENT**

Recognizing that "children's social development and emotional development are essential underpinnings to school readiness and academic success", the Illinois legislature passed the Children's Mental Health Act of 2003. This Act requires school districts to "develop a policy for incorporating social and emotional development into the district's educational program." It also requires protocol for responding to children with social, emotional, or mental health problems that impact learning ability. You may contact the building Principal to obtain a copy of the District's Protocol for Responding to Students with Social, Emotional or Mental Health Problems (7:250-AP2).

### **ISOLATED TIME OUT/PHYSICAL RESTRAINT POLICY**

This administrative procedure applies to all students. Isolated time out and physical restraint shall be used only as a means of maintaining discipline in schools, that is, as a means of maintaining a safe and orderly environment for learning and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment. The use of isolated time out and physical restraint by any staff member shall comply with the Illinois State of Education rules, Section 1.285, "Requirements for the Use of Isolated Time Out and Physical Restraint." Isolated time out and physical restraint are defined as follows:

**Isolated time out** - the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.

**Physical restraint** - holding a student or otherwise restricting his or her movements. Restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or (2) remove a disruptive student who is unwilling to leave the area voluntarily.

## CURRICULUM

The parents/guardians have the right to review instructional material (20 USC/1232h) used or provided by their child's classroom teacher.

Written notice to parents/guardian of instruction in recognizing and avoiding sexual abuse will be sent home before the class begins (105 ILCS 5/27-13.2). Parent can request in writing an alternative program for their child.

Instruction on donor programs for organ/tissue, blood donors and organ transplantation, diseases and family life instruction may be taught in certain grades. If you do not want your child to participate in these classes or courses you must contact your child's classroom teacher and complete a class attendance waiver request (Form 6:60-E).

Pursuant to School Code Section 27-9.1, each class or course in comprehensive sex education offered in any of grades 6 through 8 shall include instruction on the prevention, transmission and spread of AIDS. No student shall be required to take or participate in any class or course in comprehensive sex education if his parent or guardian submits written objection thereto. Parents will be notified prior to classroom instruction in sex education and AIDS education and sufficient time will be provided to allow parents to opt out of the instruction if so desired. In addition, an opportunity shall be afforded to parents or guardians upon their request to examine the instructional materials to be used in such comprehensive sex education class or course.

## PHYSICAL EDUCATION POLICY

Physical Education is mandated by Illinois School Code, Section 27-6. Students in grades K-8 will need a pair of gym shoes for use in their physical education class. These shoes may not be worn for any other activities. Do not purchase shoes with black soles unless they are identified by the manufacturer as not leaving marks.

**Students in grades 6-8 will be required to purchase gym shorts and a grey T-shirt are available for purchase in the office. The cost for T-shirts is \$10.00 and the shorts are \$10.00.** Girls and boys also need white socks. Boys will need an athletic supporter. Gym locks must be returned at the end of the school year. If locks are lost they must be paid for.

A student will be excused from participating in P.E. due to an injury or illness for two (2) days with a signed note from the parent. If it is necessary to be excused from P.E. for a longer period of time, a signed doctor's statement is necessary. The note must specify the duration of nonparticipation.

## DRUG PREVENTION

The school offers Violence and Drug Prevention Efforts and a Safe and Drug Free School Programs provided by the No Child Left Behind Act. The school also provides drug prevention education through the DARE Program taught at the 5<sup>th</sup> grade level.

## ENRICHMENT CLASSES

All Junior High students will be required to participate in enrichment classes that cover an array of topics that meet state goals and requirements, as well as prepare them for high school. The enrichment classes may vary and are usually offered on a pass/fail basis.

### **ADVISORY PROGRAM**

**All junior high students will be involved in Advisory from 2:00 – 2:15 p.m. on Wednesday of each week. The advisory program consists of a small group of students with an adult assigned to them. It provides for a caring environment for academic guidance, support and activities that promote citizenship of students. Character development is a large part of this program along with nurturing friendships of students in the small group.**

### **ELECTIVE CLASSES**

Junior High students are offered several elective classes, including Band and Choir. These classes give grades that apply toward eligibility, so parents must approve and sign permission slips for the classes. The teachers will give students wishing to participate in these classes, informational letters stating what is expected of them. Students will be given a two-week trial period for these classes to decide if they wish to remain in the class for the term. After the trial period, students are required to complete the course. Anyone dropping an elective course after the trial period will be subject to having his or her grade lowered. The participation letters must be signed by the parent and student, agreeing to the guidelines of the class, and returned it to the teacher. Students involved in Band will be given a two-week trial period after they receive their instruments. A longer trial period may be granted with the recommendation of the teacher. Elective classes are designed for students who are serious about being in them and plan to pursue band or choir throughout junior high and high school.

### **GRADING SCALE**

Following is the grading scale for Grand Ridge Grade School:

#### **Percentage Grade**

92 – 100 - A  
82 – 91 - B  
72 – 81 - C  
62 – 71 - D  
61 – Below-F

### **REPORT CARDS**

Report cards for students in grades K-8 are sent home four times a year. These reports help inform parents of their child's progress. Any questions should be directed to your child's teacher by calling the office and setting up a parent conference. The report card sheet is to be signed by a parent and returned to the homeroom teacher.

**Report cards will be distributed four times per year:**

- (1) Parent/Teacher Conferences – October 27 & 28**
- (2) January 13 (2<sup>nd</sup> quarter grades and Kindergarten Conferences)**
- (3) March 16 (3<sup>rd</sup> quarter grades)**
- (4) May 23 – Report Card Day (This is subject to change based on the use of emergency days)**

Grades 1-8 will send grade sheets/deficiency notice home with students in the middle of the nine-week grading period so parents are aware of any potential problems. **Midterms are Sept 21, November 23, February 8, and April 18.** These dates are subject to change due to emergency or snow days.

Failure in three basic **core** subjects may result in retention of a student. The core classes are English, Spelling, Reading, Arts, Math, Social Studies and Science. Section 10-20.9 of the School Code mandates that school districts shall not promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the student. Parent(s)/ Guardian(s) will be notified in a timely manner if this is a possibility with their child(ren). Failure in three subject areas may result in a student attending summer school if offered by the district.

Any eighth grade student who does not meet the standard for successful completion of eighth grade, will not be promoted. **The School Code specifies that no pupil shall be graduated from the eighth grade of any public school unless he has received specific instruction in the history of the United States and gives evidence of having a comprehensive knowledge thereof (5/27-21).** Section 27-3 of the School Code requires that American patriotism and the principles of representative government as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois shall be taught in all public schools and no student shall receive a certificate of graduation without passing a satisfactory examination upon such subjects. Therefore, **8<sup>th</sup> grade students at GRCCSD95 must pass both the Illinois and US Constitution tests in order to be eligible for graduation.**

#### **HONOR ROLL**

Students in grades 6, 7, & 8 are eligible for placement on the Honor Roll. Students receiving 3.0 or higher are named to the Honor Roll and students receiving 3.5 or higher are named to High Honor Roll. Students receiving straight A's will be specially recognized.

An A = 4 points, a B = 3 points, a C = 2 points, and a D = 1 point. A student receiving an F, or a 4 in conduct will be eliminated from the Honor Roll and High Honor Roll .

#### **GRADUATING STUDENTS VALEDICTORIAN & SALUTATORIAN**

Maintaining a 3.5 grade point average (on a 4.0 scale) in the classes all students have in common, from **6<sup>th</sup> through 8<sup>th</sup> grade**, determines the honor students for the 8<sup>th</sup> grade graduating class. Maintaining the highest grade point average of the graduating class determines Valedictorian and the Salutatorian is determined with the second highest grade point average. **If there is a tie, 5<sup>th</sup> grade grades will also be looked at to determine salutatorian and valedictorian.**

Prior to graduation, the Grand Ridge School administration and school board will certify that eighth graders have met all requirements for graduation. These students will be eligible to participate in the graduation ceremony. Students who do not meet all requirements for graduation will not be eligible to participate in the ceremony and may be retained. Improper conduct could also result in the loss of the privilege of attending the graduation ceremony and dance. (Loss of Privileges, later in policy) The graduation ceremony at Grand Ridge Grade School is a tradition, not a requirement.

#### **HOMEWORK POLICY FOR STUDENTS IN GRADES 4-8**

Homework really does make a difference in a student's performance. Research shows that the time spent on homework directly affects one's achievement. This is important information. It tells you that by doing your homework you will increase your skills and do better in school.

**Student:** Homework teaches you responsibility. By doing homework you are responsible to make sure it is done so you learn to plan, you learn to manage your time, and you learn to be on time by turning your homework in when it is due. Homework helps you learn the skills you must develop if you are to grow to be independent, motivated, and successful adults. Through homework, you learn to follow directions, work on your own, and how to begin and complete a task.

**Parents:** Homework also provides a valuable link between parents and the school. Homework assigned by the teacher lets parents know what their child is learning in school. Parent's support and motivation is an important factor in your child's success. **While the student should assume the major responsibility for completing homework assignments, parents are encouraged to take an active interest in the student's homework by:**

- Providing a study area that is quiet, comfortable and free of major disturbances.
- Providing a definite time for study or other activities.
- Assisting students with drill.
- Checking the student's work for neatness and legibility.

**The policy for homework assignments is as follows:**

- **Homework is due the day after it is assigned, unless otherwise stated by the teacher.**
- **If no work is turned in, a zero will be recorded in the grade book and considered a homework strike.**
- **If the student turns in the homework one day late, the assignment will get a 10% deduction after it is scored. All Homework assignment(s) must be turned in the following day or it will remain a zero.**
- **Incomplete assignments will be given partial credit, as long as the student has shown sufficient effort.**
- **If a student has second late assignment the same policy will be followed for the first late assignment.**
- **Upon receiving a third strike (late assignment) per subject in a nine-week grading period, a homework detention will be issued.**
- **A homework detention will be given for each additional homework assignment turned in late per subject for the remainder of the grading period.**
- **At the beginning of each nine weeks, the student will be given a clean slate or start over.**

The homework policy has been adapted to allow an extra day to complete work before a zero is given.

**Absences.**

- For excused absences, the student will be given the same amount of days to complete assignments as they were absent.
- In the event of a planned vacation inside the school calendar, homework should be requested a week in advance and should be completed the day the student returns. Any incomplete homework will follow the above policy.

This policy is the same for every teacher. Hopefully, your student will never earn a detention. By doing homework on time, your student is building good work habits that will benefit their work ethic later in life. If completion of homework needs to be addressed, please contact the student's teacher. Communication between parents and teachers is important.

### **HOMEWORK PROGRAM**

Students 4<sup>th</sup> – 8<sup>th</sup> are encouraged to attend the homework club if they are struggling academically.

**Participants in extracurricular activities in any of grades 4 through 8 who are receiving one F or three D's are required to attend the program. The time is from 3:00 to 4:00 p.m. on Monday and Thursday. The Homework Club Policy is available in the school office.**

### **RESPONSE to INTERVENTION / PROBLEM SOLVING TEAM**

**In our continuing efforts to improve the academic and behavioral performance of all students, Grand Ridge Community Consolidated School District 95 is implementing a district wide policy available to all students through Response to Interventions (RtI). RtI is a federal legislative initiative that public schools are required to implement to help all children. RtI is a means to intervene early, using high quality, scientifically researched based instructional and behavior supports in the general education setting to help the student before he or she fails. This process provides interventions and educational support to all students at increasing levels of intensity based on their individual needs.**

**To facilitate this problem solving process the district's K-8 students are assessed/benchmarked three times a year using AIMS Testing in reading and math. Based on a student's scores, classroom performance and teacher recommendation he/she is placed in a group that may get further interventions. RtI model consists of three tiers of instruction/intervention and each tier offering services more intensive than the tier below it. Tier I is general education in the classroom. Tier II is an additional 20 to 30 minutes/day of time to improve an academic area. Tier III is additional 20 to 30 minutes/day for students needing additional time to get on track academically. Instruction and interventions are proven to improve student performance by increasing reading fluency, reading comprehension, and/or math skills. RtI is also used for students who have behavioral problems as well as students with academic concerns. Grand Ridge uses Positive Behavioral Interventions Support (PBIS) for the behavioral portion of RtI.**

**If a child has been determined to need a Progress Monitoring Plan (PMP) for academic difficulties or a Behavioral Support Plan (example: Check In Check Out; CICO) for behavioral concerns the parent(s)/guardian(s) will be notified by a letter. The researched based interventions will allow a child to work at his/her current ability level and gain skills that are necessary to be a more**

successful student. In order to accurately assess student progress, the intervention needs to be in effect for a minimum of 3-6 weeks before they are changed, modified or discontinued. Many students require 2 to 8 quarters to see significantly improvement in his/her skills and no longer need an intervention.

The goal of RtI is to provide a child with everything he or she needs to achieve at grade-level without the need for special education services. While some children who enter the RtI process ultimately require special education support, the vast majority become successful without it. As we work with children the parent(s)/guardian(s) may be asked to attend a meeting to further discuss their child's progress and/or discuss how we can best meet your child's need. Grand Ridge School faculty are wanting to help children be more successful in school. If parents have any questions feel free to contact your child's teacher.

**Problem Solving Team: (PST) is a multidisciplinary team that will address concerns about students referred to them due to either academic or behavioral reasons within the classroom setting. The PST will review cases and try several interventions (RTI-Response to Intervention) before special education placement would be considered. The multidisciplinary team will review the student's response to the interventions in making decisions concerning programming. It should be noted that special education is entirely separate from the PST, and those students having been through the PST process are not automatically considered for special education.**

The PST could include the following individuals: the teacher involved with the student, principal/superintendent, school psychologist, social worker, a special education teacher related to that child's grade level, and the parent(s). The individuals involved in the meeting will vary depending upon the child's needs.

This is to be considered a process, not an immediate solution, and may take several weeks of trying different ideas and testing their effectiveness. Cases will be continually monitored to maintain optimal success.

A teacher or parent can request that the PST see a child by initially referring that student to the teacher and/or principal. Parents will be notified of any referrals and times of meetings and process implementations.

### **SPECIAL EDUCATION PROGRAMS & SERVICES/504 SERVICES**

Grand Ridge Grade School belongs to LaSalle County Educational Alliance for Special Education. This is to inform you that comprehensive special education programs and services are currently available within our local district or within the other districts of the L.E.A.S.E. special education joint agreement. This includes services to students of nonpublic and parochial schools living within the district.

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required by 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. The term "children with disabilities," as used in the District's policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

The District offers all eligible students between the ages of 3 and 21 a comprehensive program which includes systematic procedures to identify and evaluate those students eligible for special education and a continuum of placement options available to the specific needs of students. If necessary, students may be placed in private educational facilities.

Parents have the right to request a referral for an evaluation to assess their child(ren) for possible special education intervention. Parental consent in writing is required prior to the District conducting an evaluation. If parents suspect that their child has a disability that is adversely affecting their child's education, parents should contact [Ted Sanders 815-249-6225]. **If parents would like a copy of A Notice of Procedural Safeguards For Parents/Guardians of Students With Disabilities (as of October 2009)", parents should contact [815-249-6225]. A booklet entitled, An Educational Rights and Responsibilities: Understanding Special Education in Illinois" (June 2009) may be obtained by writing to L.E.A.S.E. at 1009 Boyce Memorial Drive, Ottawa, Illinois 61350.**

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education.

For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure. Contact the building Principal for a copy of the description of rights assured by Section 504 to those disabled students who qualify under Section 504 but do not qualify under IDEA.

In addition to the rights provided in the District's section 504 procedural safeguards, parents/students may file a complaint with the Office for Civil Rights (OCR). The Illinois Regional Office for Civil Rights is located in Chicago at: Chicago Office for Civil Rights, US Department of Education, Citigroup Center, 500 West Madison Street, Suite 1475, Chicago, Illinois 60661. The phone number for OCR is 312-730-1560; TDD 877-521-2172. Their email address is OCR.Chicago@ed.gov. Student/parent complaints concerning Section 504 matters other than a student's identification, evaluation and/or placement under Section 504 are addressed in the District's Uniform Grievance Procedure described below.

If you have any questions about the availability of special education in Grand Ridge School District, please call 815 249-6225. If you have any questions about State or federal requirements or other programs in the L.E.A.S.E. Cooperative, please call Mary Jane Chapman, L.E.A.S.E. Director, at 815-433-6433 for this information.

If you have questions about eligibility and services under Section 504 of the Rehabilitation Act of 1973, please call the building Principal. The District Superintendent or his/her designee serves as the Section 504 Coordinator for the District.

## **SPEECH AND LANGUAGE SCREENING**

All students enrolled in school for the first time are required to have a speech and language screening. Students identified through the screening process will be referred for a case study evaluation to determine any specific need for special education services. Notification of the intent to initiate a case study or to provide district special education services is required for any child being considered for such special education services.

The speech therapist will also re-check students that do not require direct services, but have been identified as having potential speech and language concerns. Any questions regarding speech and language should be referred to the speech therapist.

### **EQUAL EDUCATIONAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status. **The District will provide equal access to the Boy Scouts and other designated youth groups pursuant to Title 36 of the United States Code.** The District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure described below.

#### **Sex Equity**

No student shall, on the basis of sex, 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 may file a sex equity complaint by using the Uniform Grievance Procedure described below. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code). The District's Title IX Coordinator is the District Superintendent who can be reached at 815-249-6225.

### **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 or 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. §2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;

7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights 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, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students; or
13. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.
14. **Age Discrimination Act; or**
15. **Boy Scouts of America Equal Access Act, 20 U.S.C. 7905**

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 is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

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.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as

authorized by the parent/guardian of the student witness, or by the student if the student is 18 years or age or older.

Within 30 school business days of the date the complaint was 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 business 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 the Complaint Manager.

Within 10 school business 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 30 school business 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 business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

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.

### Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator, if any, may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current.

Name	<u>Ted Sanders, Principal</u>	<u>Michelle Pacheco, Social Worker</u>
Address	<u>Grand Ridge CCSD 95</u> <u>400 W. Main St.</u> <u>Grand Ridge, IL 61325</u>	<u>Grand Ridge CCSD 95</u> <u>400 W. Main St.</u> <u>Grand Ridge, IL 61325</u>
Telephone No.	<u>(815) 249-6225</u>	<u>(815) 249-6225</u>

### BULLYING AND HARASSMENT-INCLUDING SEXUAL HARASSMENT PROHIBITED

#### Bullying/General Harassment

**No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's age, sex, color, actual or perceived race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, gender-related identity or expression, marital status, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics.**

**The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. -**

**Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (cyber-bullying), directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:**

- \*placing the student in reasonable fear of harm to the student's person or property;**
- \*causing a substantially detrimental effect on the student's physical or mental health;**
- \*substantially interfering with the student's academic performance; or**
- \*substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.**

**Bullying is prohibited:**

- \*During any school-sponsored education program or activity;**
- \*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; or**
- \*Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment (cyber-bullying).**

**Examples of prohibited conduct include, but are not limited to, name-calling, using derogatory slurs, harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above or retaliation for asserting an act of bullying.**

**Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment listed on the next page.**

### **Sexual Harassment**

Sexual harassment of students is prohibited. Sexual harassment is defined as any unwelcome act or comment sexual in nature that is considered offensive, whether intended or not, which denies or limits the provision of educational aid, benefits, services or treatment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by anyone including students, imposed on the basis of sex that has the purpose or effect of (a) substantially interfering with the student's educational environment; (b) creating an intimidating, hostile or offensive educational environment; (c) depriving a student of educational aid, benefits, services or treatment; (d) making submission to or rejection of unwelcome conduct the basis of academic decision affecting a student.

Examples of sexual harassment include, but are not limited to, sexual advances, requests for sexual favors, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. An allegation that one student was sexually harassed by another student or by an adult shall be referred to the Principal for appropriate action.

Any student of the district who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, up to and including expulsion. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including expulsion.

### **PLAYGROUND RULES**

1. Students riding bikes to school are to park their bikes in the racks provided. Bike riding is for transportation only. No joy riding at noon or recess periods.
2. No hardball playing, ice-skating, skate boarding, roller blading, roller-skating (including use of **heely** shoes), wrestling, or tackle football is allowed on school property.
3. One person in a swing at a time.
4. Students are not allowed to throw stones, snowballs, or missiles of any kind on the school grounds.
5. No tobacco products, smoking materials, inhalants, alcoholic beverages, drugs of any kind or look-alike drugs are allowed on the school grounds.
6. Students are not to return to the school grounds beyond the school day hours unless part of a supervised activity, approved by the School Board.
7. Students in, on, or around the school grounds beyond the school day hours will be subject to laws prohibiting trespass and/or disciplinary action by the school.
8. Vandalism or damage occurring from unauthorized play on school grounds, the school building, school equipment, or individual buses will be billed to the individual(s) responsible for the damage. Further discipline may be taken by the school administration up to and including suspension and/or expulsion from school.
9. Practice safety at all times. Students are to report all accidents to the teacher in charge and to the school office.
10. Throw papers, etc., in can provided outdoors. Take care of your room's equipment and return it to your room after use.

11. No punching, fighting, kicking, pushing another student down, biting or malicious action towards others is allowed.
12. All other acts of misconduct described in the school's discipline policy and not otherwise named herein is also is prohibited on the playground.

### **SEARCH AND SEIZURE**

To maintain order 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 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, (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

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

### **ELECTRONIC DEVICES & CELL PHONES**

Students may not possess or use a laser pointer unless under a staff member's direct supervision and in the context of instruction.

Students may not use or possess electronic paging devices or two-way radios on school property at any time, unless the Principal specifically grants permission.

Unless otherwise banned by the building Principal, the possession and use of cell phones, picture phones, video recording devices, personal digital assistants (PDA's) and other electronic devices, other than paging devices and two-way radios, are subject to the following rules.

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. Cell phones can be carried on field trips. Field trip is an extension of the school day so all school rules apply. They must be turned off during the field trip day unless the supervising teacher grants permission for them to be used, to call parents, or if needed during an emergency. **If someone was to send inappropriate texts or make obscene calls or bully via phone while on the field**

**trip they would be disciplined for that misconduct just like they could if they did this while at school.**

4. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules and/or the rights of others. This includes but is not limited to using such device to take photographs in locker rooms or bathrooms, cheat, bully, haze, cyber-bully, sexting or otherwise violate school conduct rules. **If the district has reasonable suspicion that a student used or is using a cell phone or PDA during school, on school property or at school function in a manner that violates the district's discipline policy, the district may search the student's phone or PDA for evidence of the misconduct.**
5. Electronic study aids may be used during the school day if:
  - a. Use of the device is provided in the student's IEP, or
  - b. Permission is received from the student's teacher.

Examples of electronic devices that are used as study aids include tape recorders, palm pilots, and laptop computers.

Examples of electronic devices that are not used as study aids include: hand-held electronic games (Game Boy, Nintendo DS), Play Station Portable, CD players, iPods, MP3 players, personal video players, AM/FM radios and cellular telephones.

The school district is not responsible for the loss or theft of any electronic device brought to school.

**Items possessed in violation of these rules may be confiscated and held until the parent/guardian comes to the school office to pick up the item(s). Violation of these provisions may subject the student to discipline under the District's discipline policy.**

### **DRESS CODE**

Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning environment. Dress which is not in accord with reasonable standards of health, safety, and decency will be considered inappropriate for the elementary and junior high school environment.

#### **General Dress Code Guidelines:**

1. **Any type of dress apparel or grooming habits that is disruptive, distracting, or that reflects negatively upon the school and student body will not be permitted.**
2. **No "Heely shoes" (rollers) will be allowed in school.**
3. **Clothes with vulgar or profane language or suggestive writing, pictures, or images will not be tolerated. Clothing which promotes or advertises drugs, drug use (including alcohol), tobacco or any other writing or image which disrupts the learning environment or is contrary to the educational mission of the school will not be allowed.**

4. **Additionally, clothing which promotes promiscuity, either directly or by innuendo, is inappropriate and will not be tolerated in the school or any activities.**
5. **Bare midriff clothing, and “see through” attire is not permitted. Students are not permitted to wear half shirts, halter tops, backless tops, spaghetti straps or split side shirts. All shirts should have at least a 1” wide shoulder strap and show no cleavage.**
6. **No undergarments should be exposed. If jeans or pants contain holes the holes must be below the knee.**
7. **Shorts may be worn weather permitting. Shorts must be of reasonable length (no shorter than mid thigh) and appropriate for school attire. Dresses and skirts must also be no shorter than mid thigh.**
8. **Caps, hats, bandannas, hoods, or sunglasses may not be worn by any student during regular school hours.**
9. **Shoes must be worn at all times.**
10. **No spray hair color or colored gel can be worn in the hair except during special occasions such as spirit week.**
11. **Dangling chains, spiked dog collars, and other accessories deemed inappropriate or disruptive to the classroom atmosphere shall not be worn by students. Any garments or accessories that could be deemed dangerous or as a potential weapon cannot be worn by students.**

#### **Remedial and Disciplinary Action**

**While parents have the right to approve clothing for students to wear at home, the administration reserves the right to approve clothing worn at school. The determination made by the administration regarding appropriate dress at school is final. Students who violate this policy will be subject to disciplinary action. Students who fail to comply with the dress code policy may be subject to further disciplinary action.**

1. **On the first offense a student who wears clothing considered to be inappropriate will be sent to the Principal’s Office and will be told to either change the clothing, turn the clothing inside out or the parent will be called and the student sent home. The office will provide shirts and sweatpants so students may remain at school when possible.**
2. **On the second offense students will automatically receive an after-school detention by the administration and will be required to follow the rules as listed in number one.**
3. **Upon subsequent offenses, students will be subject to additional disciplinary consequences as deemed appropriate by the administration.**

**GRAND RIDGE POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)  
PROGRAM**

PBIS is a proactive systems approach to preventing and responding to classroom and school discipline problems. PBIS will be implemented in all grades at Grand Ridge CCSD 95. Emphasis is directed toward developing and maintaining safe learning environments where teachers can teach and students can learn. In addition, student achievement improves when academic time is increased by a reduction in time spent with behavioral disruptions.

The District’s building PBIS team designs matrixes or expectations for appropriate behavior which are expected of all children within the classroom as well as in non-classroom situations such as the hallways, bathrooms, cafeteria and playground. The main expectations for students at Grand Ridge CCSD 95 are, “Be Respectful, Be Responsible, Be Safe, and Be Kind And Caring.” These expectations are taught to the children through “Cool Tools” which are explained by the classroom teacher.

See Chart next page:

Setting/ Expectation	Arrival & Dismissal	Hallways	Bathroom	Recess	Cafeteria	Library	Bus & Field Trips	Assemblies & Events	Classroom
<b>Be Respectful</b>	Listen to adults. Keep hands and feet to self.	Be quiet in the hallways. Keep hands and feet to self.	Use soft voices if needed. Keep hands and feet to self.	Solve problems together. Keep hands and feet to self.	Listen to supervisors. Keep area clean. Keep hands and feet to self.	Follow directions. Take care of school property. Keep hands and feet to self.	Listen to bus drivers and others. Keep hands and feet to self.	Pay attention to speaker. Keep hands and feet to self.	Listen to teacher and peers when appropriate. Raise hand before talking.
<b>Be Responsible</b>	Be on time. Be prepared. Wait at designated area.	Go directly to classrooms.	Keep bathroom clean. Use toilet, sink, and paper towels appropriately.	Dress for the weather. Line up promptly.	Be prepared. Follow directions. Pay attention in serving line.	Return books on time. Use quiet voices.	Follow directions. Use quiet voices.	Sit still. Be quiet.	Be on time. Be prepared. Clean up after yourself. Turn in homework.
<b>Be Safe</b>	Use the crosswalk. Use locker appropriately.	Stay in single file line. Stay on the right side of the hallways.	Keep water in the sink. Wash hands with soap and water.	Use equipment appropriately. Stay in designated area.	Stay in seat. Raise hand for help. Walk and stay in line.	Walk. Stay in your seat.	Follow directions. Stay in your seat. Stay with chaperone.	Stay in seat. Use steps in bleachers.	Use desk and property appropriately. Sit during class. Walk at all times.
<b>Be Kind and Caring</b>	Use manners. Greet one another.	Use kind words in the hallways.	Give privacy to others.	Share. Play fair. Include everyone.	Use manners. Use indoor voices.	Take turns. Be helpful to others.	Use kind words. Use manners.	Applaud when appropriate.	Use kind words. Use manners.

The PBIS Program does not replace the District’s discipline code. It is merely an additional tool which will be used in preventing and responding to classroom and school discipline issues. Students who violate the discipline code are still subject to penalties and appropriate discipline on pages 39 – 51.

The District will use data collected throughout the course of the year to monitor the effectiveness of the program. If you have any questions about the District’s PBIS program please contact the building Principal.

## CLASSROOM DISCIPLINE POLICY

Discipline is necessary to maintain a good environment for learning. PBIS expectations that are used throughout the school are be respectful, be responsible, be safe, and be kind and caring. Some samples of the rules in the classroom are listed above in the chart and also how to behave in other school settings. We expect COURTESY TOWARD OTHERS, PROPER HALL CONDUCT, RESPECTFUL BEHAVIOR (towards teacher and fellow classmates), LISTENING, PROMPTNESS, APPROPRIATE BEHAVIOR AT ASSEMBLIES, NO GUM CHEWING, BE PROMPT, PREPARED FOR CLASS, SATISFACTORY HOMEWORK, AND PROPER LANGUAGE. This Discipline Policy will be enforced by each teacher in his or her classroom and other school settings. Failure to follow this policy will result a Office Discipline Referral (ODR). Discipline actions that can be taken by the Teacher or Administrator are loss of privilege, conference with student, parent contact, time in the office, and a detention. The detention is a thirty (30) minute detention after school. Other more serious discipline available are in school suspension, Saturday school detention, out of school suspension, and expulsion. If there are discipline issues on the bus it will may involve these forms of discipline and/or the TRIP program on page. All of this ODR information is recorded in our Student Wide Information System or SWIS.

### DEMERITS AND CONDUCT DETENTIONS

1. A student getting a conduct detention will receive 2 demerits. A bus suspension will cause a student to receive 1 demerit.
2. A student will be allowed only two (2) 30 minute conduct detentions per quarter. The third conduct detention in a given nine weeks will be served as a Saturday Detention from 9:00 a.m. until Noon. Failure to serve a Saturday detention will result in serving an all-day detention the following week. Saturday detentions will be given for each detention until the end of the given 9-week term. In the fourth 9-week term when Saturdays are no longer an option, detentions will be served as in-school suspensions or out of school suspensions.
3. At the end of each nine-week grading period a reward party of some type will be held for students in grades 5-8 who have not received a conduct detention or only one detention for homework.
4. A conduct detention equals two (2) demerits. A bus suspension equals one (1) demerit. A school suspension equals five (5) demerits. A total of twelve (12) conduct demerits or more will constitute gross misconduct and proceed to the following steps: 5 and 6.
5. Accumulation of twelve (12) conduct demerits within the school year will result in the student being ineligible for any class trips or field trips for the remainder of the school year.
6. Upon the twelfth (12) conduct demerit, a Discipline Conduct Meeting with the student and parents present will be held with the Discipline committee made up of administrator(s), teacher(s), and board member(s). The Committee will review the individuals behavior and determine what action will be taken if

**additional behavioral problems exist. If conduct or similar behavior continues the School Board can take further action (Possible Loss of Privileges located later in this policy). Keep in mind this list is not conclusive). This meeting is designed to be an individual behavior meeting and not a Suspension or Expulsion Hearing.**

## DETENTION RULES

1. Detentions will be served from **3:00-3:30 PM** on Tuesdays and Thursdays only. Failure to serve the detention within a week from the date it is given will result in an additional detention.
2. A notice regarding the detention will be sent home with the student. **The detention notice should be signed by the parent and returned to the teacher verifying that the parent has been informed.**
3. Students will provide their own transportation.
4. No exceptions will be made for extracurricular activities.
5. Homework or work of some sort must be done during the detention.
6. Absolutely no talking during detention hall.
7. Tardiness for the detention hall means that the student will receive an additional detention.

## GENERAL STUDENT BEHAVIOR & DISCIPLINE

1. Corporal punishment will not be used at Grand Ridge School. 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.
2. **Students should treat each other with respect and be courteous to one another. Name-calling, use of foul language, harassment (physical, emotional, or sexual), or threatening aggressive behavior that does physical or psychological harm to someone else, will be considered gross disobedience. Prohibited aggressive behavior includes, but is not limited to, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, cyber-bullying, sexting, hazing, or other comparable conduct. (The definition of bullying, cyber-bullying, sexting and hazing appear p 41-42 .) Penalty may range from a time out, peer mediation, conflict resolution, consultation or detention for a minor infraction to suspension, alternative school assignment, or expulsion.**
3. Pupils showing disrespect for classroom policy and school rules may be **disciplined up to and including suspension and/or expulsion** for disobedience or for persistent disregard for the rules and regulations. Grounds for suspension and expulsion are listed later in this handbook.
4. Removal from class for disruptive behavior will warrant a detention from the teacher who removed the student.
5. If a child is sent out of class to the office for severe or dangerous behavior the parents will be contacted and the child will be sent home.
6. Fighting will not be permitted and is considered a serious violation. The police may be called at the administration's discretion for fighting and especially where bodily injury occurs. This may result in legal charges or damages by the school or the injured party.

7. Students reporting tardy to class from another class should receive a tardy slip from the teacher who detained them. If the student is tardy without an excuse they will receive a detention after the second time.
8. No tobacco products, smoking materials, alcoholic beverages, and drugs of any kind, inhalants or look-alike drugs are allowed on school property.
9. Laser pointers are not to be brought to school by students.
10. **When a substitute teacher is in charge of a class and a student creates a disruption requiring his/her removal from that class, the student may receive an immediate in-school or out-of-school suspension from school for the balance of the school day. If parents cannot be reached, the student will serve an in-school suspension. Either suspension will warrant five (5) demerits.**
11. Students cannot make verbal and/or implied threats to teachers and/or other students, which could alarm, disturb, or interfere with the orderly operation of the school. Statements such as "I'll kill you," "I'm going to bomb this place," or other comments that may be construed as threats to the safety of our students and staff members will not be allowed. "Kidding around" about shooting someone is not appropriate in our society and must not be allowed in our schools.
12. **Students cannot bring weapons, including any look-alike or toy weapons to school. This includes but is not limited to, water pistols, air soft guns, paint ball guns and BB guns. Such items are considered "look-a-like weapons" and possession thereof is subject to discipline up to an including suspension and/or expulsion.**
13. Students may not interfere with school purpose or with the orderly operation of the school by using, threatening to use, or counseling or advising other persons to use violence, force, coercion, threats, intimidation, fear, bullying, or disruptive means. This includes verbal, written, or implied threats and/or discussions about using weapons to alarm, disturb, or interfere with the orderly operation of the school.
14. **Public displays of affection which includes kissing, petting, prolonged embracing, touching of a sexual nature etc., is inappropriate at school, on school property or at school related events.**

### **Bullying**

The definition of bullying is when a person is being purposefully victimized by one or more persons repeatedly and/or over time to negative actions that inflict physical or emotional harm (**see page 33 for complete definition**).

The penalty for bullying may range from a time out, peer mediation, conflict resolution, consultation, detention for a minor infraction, to suspension, alternative school, or expulsion.

**Grand Ridge School offers an anti-bullying program, Second Step, through our school social worker. Teachers also cover bully prevention through Positive Behavior Interventions Support Program, Character Counts and Advisory Programs taught weekly in the classroom.**

### **Cyber-bullying**

Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, hostile behavior by an individual or group that is intended to harm others. Cyber-bullying includes, but is not limited to, sending threatening E-mails and instant messages, sexual remarks, hate speech, disclosing an individual's personal data or photographs at websites, "Facebook" or other social networking sites, or forums, and assuming the identity of an individual for the purpose of publishing material in that individual's name that defames or ridicules the individual. **Cyber-bullying that occurs off campus may be subject to school discipline if the misconduct 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 too: (a) be a threat or an attempted intimidation of a student or staff member; or (b) endanger the health or safety of students, staff, or school property.** The penalty for cyber-bullying may range from a time out, peer mediation, conflict resolution, consultation, detention for a minor infraction, to suspension, alternative school, or expulsion.

### **Sexting**

**Sexting is the sending of sexually explicit texts, photos, images or messages electronically. The penalty for sexting may range from a time out, peer mediation, conflict resolution, consultation, detention for a minor infraction, to suspension, alternative school, or expulsion.**

### **Hazing**

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. Hazing means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students. The following list provides examples of specific misconduct that may be considered hazing:

1. Any activity that involves brutality of a physical nature.
2. Morally degrading or humiliating games, pranks, stunts, or practical jokes.
3. Forcing or coercing the consumption of alcohol, drugs, foreign or unusual foods.
4. Applying substances on an individual's body.
5. Harassment such as pushing, shoving, cursing, shouting, and yelling.
6. Compelling an individual to participate in any activity that is illegal, perverse or publicly indecent.

These are some forms of hazing, but this list is not all-inclusive. Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agency.

**Students engaging in hazing that endanger the mental or physical health or safety of another person may also be subject to:**

1. **Suspension for up to 10 days, and/or**
2. **Expulsion may be up to the 2 calendar years.**

### **PROHIBITED STUDENT CONDUCT-GROUNDS FOR SUSPENSION OR EXPULSION**

**The school administration is authorized to discipline students.** Students shall be subject to suspension or expulsion for gross disobedience or misconduct on school premises or while in attendance at school-sponsored or conducted activities while riding the school bus. In addition, the rules below will be in effect during the time that the student is traveling to and from school.

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 in school, on school grounds, at school-sponsored activities, and on school buses.
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 not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (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.
  - e. "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.
  - f. 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.
  - g. 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 in violation of the "weapons" section of this policy found below.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, **bully, sexting, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, 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 students, staff, or other individuals.**

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. 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.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in any kind of 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, striking, biting or threatening to strike other students or school personnel, use of noise, coercion, threats, intimidation, fear, harassment, bullying, cyber-bullying, hazing, or other comparable conduct.
10. Engaging sexual activity of any kind whether consensual or nonconsensual at school, on school property or at a school related event.
11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property. Entry into an unauthorized area of the school campus or building.
12. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
13. Being involved with any public school fraternity, sorority, or secret society, by:
  - Being a member;
  - Promising to join;
  - Pledging to become a member; or
  - Soliciting any other person to join, promise to join, or be pledged to become a member.
14. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia as described in this handbook on pages 39-40.
15. Dress or appearance in violation of the district's dress code as described herein.
16. Violating the district's Internet/Electronic Network Access Usage Policy.
17. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
18. Slander, libel, obscenity, or profanity.
19. Interference with school personnel in the performance of their lawful duties.
20. **Setting false fire alarms, making bomb threats or writing general threats on school property for the purpose of instilling fear in others or for the purpose of disrupting the educational**

**process. Such conduct includes, but is not limited to, leaving written messages in plain view indicating a bomb will explode, calling in a bomb threat at the school to local police, writing or saying threats to students or staff referencing Columbine, Virginia Tech or other school tragedies. SUCH INCIDENTS ARE CONSIDERED EXTREMELY SERIOUS AND WILL NOT BE TREATED AS PRACTICAL JOKES BY THE ADMINISTRATION.**

21. 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 **student and/or** 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 where 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 psychostimulant medication to the student.

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

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

### **Disciplinary Measures**

Disciplinary measures for acts of prohibited conduct may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.

4. 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 and from attending extracurricular school activities.
  5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
  6. 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 and from attending extracurricular school activities.
  7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
  8. Notifying parents/guardians.
  9. Temporary removal from the classroom.
10. In-school suspension.
  11. After-school study or Saturday study, provided the student's parent(s)/guardian(s) have 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.
  12. Community service with local public and nonprofit agencies that enhance 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(s)/guardian(s) the choice.

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

### **Weapons policy**

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, **or looks like, a weapon**, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis.

A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above.

Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

### **Gang Policy**

The Grand Ridge Board of Education affirms its position that District #95 shall provide an orderly place for learning. This policy, then, sets the parameters which will insure that all students attending Grand Ridge Grade School will be provided a safe environment which is conducive to all students reaching their educational potential while enrolled in our school. District #95 employs a "No Tolerance" approach to any and all gang-related activity.

"Gang" as it is used in this policy, will mean two or more individuals who associate with each other primarily for criminal, disruptive, and/or other activities which are prohibited by law or the local school district's discipline policy, student/parent handbook, as well as any other rules and regulations set by the school in a given school term. District policies and procedures may be revised and any changes will be reflected in the student/parent handbook, which is provided to all parents/guardians when the student is registered for school.

The visibility of gangs or gang-like activities in the school setting cause substantial disruptive and/or interference in the carrying out of the District's instructional program and therefore will not be tolerated.

### **Gang Related Dress or Insignias**

The District prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which by the virtue of its color, arrangement, trademark, writing, image or any other attribute denotes or infers membership in any gang. The final decision on the appropriateness of student dress in the school environment will be made by the administration.

### **Gang Related Student Conduct**

#### **No Student:**

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign accessory or other thing, which is evidence of membership or affiliation with any gang.
2. Shall draw gang graffiti or distribute gang related literature.
3. Shall use any speech or act (signals/signs/etc.) in furtherance of gang activity.
4. Shall solicit others for membership in any gang.
5. Shall request/demand that any person pay for protection or act in any manner to extort other individuals.
6. Shall, in concert with 1 or more individuals, commit any other illegal act or violation of school district policies.
7. Shall incite other students/persons to act with physical violence upon another person.
8. Shall attend any activity that could be interpreted as relating to gangs or gang activity

### **Consequences for Violations of Gang Policy**

Any student who violates the guidelines outlined in this gang policy will be subject to the rules and regulations set forth by the Grand Ridge School District #95's Board of Education. The incidence of gang related activity or the possession of gang paraphernalia will be treated as gross disobedience or misconduct and/or disrespect and constitutes a major offense. Students may be suspended for up to ten

(10) days for instances of gross misconduct and/or recommended for expulsion. Repeat offenders or instances in which laws have been broken and/or severe behavior has resulted in major disruptions in the school environment may be referred to the Board of Education for expulsion.

The administration will determine the discipline to be applied in each situation as it occurs.

### **SUSPENSION PROCEDURES**

#### A. Pre-Suspension Conference:

1. The authorized administrator shall confer with any student who is under consideration for suspension prior to taking such disciplinary action.
2. The student shall be advised of the reasons for the proposed suspension and the evidence in support of those reasons. The student shall also be afforded an opportunity to respond.
3. The authorized administrator, after following the above pre-suspension procedures, may then determine whether to suspend the student in accordance with the notification requirements set forth below.
4. When in the opinion of the authorized administrator, a student's presence poses a continuing danger to school personnel, to other students, or to school property; or poses an ongoing threat of disruption to the educational process, the student may be immediately suspended from school without holding a pre-suspension conference as set forth below.

#### B. Suspension Notification:

- 1.——If the pre-suspension conference results in a decision to suspend from school, the parent of the student shall be advised immediately of the decision by written notice sent to the parent or guardian.
- 2.——The notice to parents shall include:
  - a. A statement of the reasons for the suspension, including any school rules, which have been violated.
  - b. The date and duration of the suspension.
  - c. A statement of the parent's rights to request a review of the suspension.
  - d. A statement that the failure to request a timely review may be deemed a waiver of the right to a review hearing with the Board.
  - e. Notification of the right to be represented at the suspension review by an attorney or other representative.

#### C. Suspension Review Hearing:

Upon timely request of the parent/guardian, a review of the suspension shall be conducted by the Grand Ridge School Board or a hearing officer appointed by the Board. At the review, the student's

parents/guardians may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. The school administration may also present evidence to the Board or hearing officer. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

### **EXPULSION PROCEDURES**

A. If an expulsion is preceded by a suspension, the suspension procedure set forth must also be followed and parents notified that a suspension review hearing, if requested by the parent, will be combined with an expulsion hearing.

B. Expulsion Notification:

1. The authorized administrator shall send a letter by certified mail, return receipt requested, to the parents of the student requesting the appearance of the parents/guardians at the expulsion hearing.

2. The expulsion notice to the parents shall include:

- a. A statement of the reasons for the proposed expulsion, including any school rules which have been violated.
- b. The potential maximum duration of the expulsion.
- c. The date, time and place of the expulsion hearing.
- d. A statement of the parents' right to be represented at the expulsion hearing by an attorney or other representative.
- e. A copy of the expulsion hearing procedure upon request.

C. General Procedures for Expulsion Hearing:

1. Hearing structure:

- a. An expulsion hearing shall be conducted by the School Board or a hearing officer appointed by the Board. deems appropriate. If the Board conducts the expulsion hearing it shall take action as it deems appropriate after consideration of the evidence presented by the parents and the administration at the expulsion hearing. -
- b. Unless relevant, the Board shall not consider the student's academic or disciplinary records in determining the validity of the charge. The Board may review a student's records however, in determining the appropriate discipline.
- c. The Board may take action as it deems appropriate.

D. Hearing Procedure:

1. All student discipline hearings shall be held in executive session.

2. The student may attend the hearing with his parents and may be represented by an attorney or other representative. If the parents or students do not attend, but the authorized administrator has proof of notice given and received, the administration may choose to proceed with or reschedule the hearing.
3. The hearing will be recorded by tape.
4. The hearing shall be conducted as follows:
  - a. At the commencement of the hearing, either party may request the exclusion of the witness(es).
  - b. The authorized administrator **or school attorney** and the **parent or** student may make short, opening statements concerning both the charges and the appropriate discipline.
  - c. The authorized administrator **or school attorney** shall first present the school's evidence. The **parent or** student may cross examine all witnesses in attendance and review any written evidence presented by the authorized administrator.
  - d. The **parent or** student may then present evidence to refute the charges. The authorized administrator **or school attorney** may cross examine all witness in attendance and review any written evidence presented by the student **or parent**.
  - e. The hearing officer may, at any time, direct questions to the parties or their witnesses.
  - f. The authorized administrator **or school attorney**, and **the parent or** student may make closing statements at the conclusion of the hearing concerning both the issue of gross disobedience or misconduct and the issue of the appropriate discipline.

**5. At the conclusion of the hearing or after submission of the hearing officer's report to the Board, the Board shall decide the issue of guilt and take such action as it finds appropriate up to and including expulsion for no more than 2 calendar years.**

#### **LOSS OF PRIVILEGES DUE TO SUSPENSION, EXPULSION OR DEMERITS**

If suspended or expelled from school, the following rules will apply to all students (**this list is not inclusive**):

**ATHLETES & CHEERLEADERS:** A student participating in athletics or chosen as a cheerleader, at the time of the suspension or expulsion, will lose privileges for the length of the suspension.

**EXTRA-CURRICULAR ACTIVITIES:** This includes students involved in Student Council, Yearbook, etc. A student involved in these extra activities, upon suspension will lose privileges for the length of the suspension.

**CLASS TRIPS & FIELD TRIPS:** If a class trip or field trip is planned at the time of a student's suspension or expulsion, he/she may not take part in the trip. Any student receiving ten (10) conduct demerits will be ineligible to go on any class trips or field trips.

**ALTERNATIVE SCHOOLS:** Students who continue to receive demerits may be administratively transferred to an Alternative School for the county.

**LOSS OF GRADUATION:** Students who continue to accumulate demerits throughout the year may lose the privilege of participating in the graduation ceremony and dance.

### **DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS**

#### **Behavioral Interventions**

Pursuant to Board Policy 7:230 behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. A copy of the board policy and procedure concerning behavioral interventions shall be available, upon request of the parents/guardians.

#### **Discipline of Special Education Students**

The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining 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. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

A special education student who has inflicted serious bodily injury upon another person, as defined in the IDEA, while at school, on school premises or at a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

### **RECIPROCAL REPORTING AGREEMENT**

The Grand Ridge Grade School District #95 staff, administration, and Board of Education are committed to maintaining a productive and safe **school** environment. To that end, we have adopted, in conjunction

with the Regional Superintendent's office and other schools in LaSalle County, a reciprocal reporting agreement, which allows, under certain conditions, for the sharing of information between the school and law enforcement officials concerning a minor **students** enrolled in a school within the District who has been arrested or taken into custody for any of the following offenses:

1. **All cases involving the unlawful use of weapons of any type under Section 24-1 of the Criminal Code.**
2. **All cases involving illegal or controlled substance (including any violation of legal drug the Illinois Controlled Substances Act, Cannabis Control Act, Methamphetamine Control and Community Protection Act).**
3. **All cases involving a serious crime, felony, or forcible felony as defined in Section 2-8 of the Criminal Code.**
4. **All cases involving criminal gang activity.**
5. **All other criminal offenses by an enrolled student.**

It is our desire to work with the State Attorney's office, local and county law enforcement agencies, and other schools in the county to send a strong message that these behaviors will not be tolerated. The local designee in charge of communicating such offenses in the Grand Ridge Grade School District is David Mathis, Superintendent.

#### **POLICY REGARDING EXTRACURRICULAR ACTIVITIES GRADES 5-8**

Participation in extracurricular activities is a privilege which may be enjoyed by the students of GRCCSD95. As a participant the student is a representative of the school district and the community and is expected to represent himself/herself in a manner becoming both the school and the community. Parents and students should be aware that the conduct code contained in the extracurricular policy requires participants to conduct themselves at all times, including after school and on days when school is not in session, and whether on or off school property, as good citizens and exemplars of their school. Failure to abide by the terms of the extracurricular policy may result in dismissal from activities as outlined in the policy.

Any student in an extracurricular activity; i.e., sports, cheerleading, student council, academic team, etc., must read over the Grand Ridge Grade School Extracurricular Policy with their parents and both must sign the form and return it to the school office before they can participate in an activity. The forms will be distributed to the students by the coaches and/or sponsors of such activity.

Students participating in athletics and/or cheerleading are required to have a physical exam each year. These exams must be completed before a student can practice or participate in athletics or cheerleading.

Students also participating in athletics and cheerleading must show proof of accident insurance coverage either by a policy purchased through the school district or a parent/guardian written statement that the student is covered under a family insurance plan. No athlete or cheerleader will be allowed to practice until proof of insurance is shown.

#### **Academic Policy**

**Any student receiving 1 or more F's or 3 or more D's on a report will be ineligible and required to attend homework club. If the student fails to attend homework club, he or she will be ineligible for the following week.**

**Teachers will post grades electronically to the office by 4pm on Thursday. Student eligibility or ineligibility is then affected on the Monday following the date of the check. Please note that the student is not permitted to play on Monday thru Saturday because of last week's failure to meet the grade requirements. A student becoming scholastically ineligible by the weekly eligibility check must remain ineligible for one full calendar week before possibly becoming eligible again.**

**\*\*Any student who is ineligible shall participate in homework club for the week of ineligibility in order to complete the necessary work to raise the grade. If the student fails to complete this requirement, they will remain ineligible for the following week and continue to attend the homework club. The student may attend practice for the week of ineligibility.**

A 3<sup>rd</sup> *academic* suspension received during the activity's season will result in suspension for the remainder of *that* season. Three suspensions will result in dismissal from the team/activity.

**Although 5<sup>th</sup> and 6<sup>th</sup> grade students are not governed by IESA and are therefore not subject to the same eligibility requirements as 7<sup>th</sup> and 8<sup>th</sup> graders, the school will hold all students to the same standards in order to prepare them for future athletic participation. The 5<sup>th</sup> and 6<sup>th</sup> grade extracurricular activities are viewed as a learning ground to develop needed skills and should prepare student athletes for the academic, as well as physical discipline they will need to be successful .**

### **Conduct Policy**

**Teachers will report any low conduct rating electronically with the eligibility report.** Any students receiving a "4" in conduct will meet with the coach/sponsor and teacher and/or administration. Parent/guardian will be notified. Receiving a second "4" during the season will result in ineligibility.

A student will be dropped from an activity upon the third suspension due to academic and/or conduct ineligibility for the remainder of that activity's season.

The D student will be warned by their coaches or sponsors and a student with an F or **3 D's** will be notified they are ineligible and their parents will be notified by mail.

Copies of the Extracurricular Policy are available from your coach and sponsor or in the office for your inspection.

### **RULES OF CONDUCT AND SPORTSMANSHIP FOR ATHLETIC, EXTRACURRICULAR AND EVENING EVENTS**

1. Behavior is to be that of a lady or gentleman at all school functions.
2. No running or loitering in the halls, lobby, or restrooms. No visitation of classrooms except during special visitation times.
3. No **gum**, pom-poms, or noisemakers are allowed in the gym. No litter is to be left in the stands or thrown on the gym floor.
4. Dressing rooms are for players and coaches only.

5. No smoking in the building at any time.
6. After entering the building a student may not leave unless going home or receiving permission from the person in charge to leave and return.
7. The school is not responsible for lost or stolen articles.
8. **Public displays of affection which includes kissing, prolonged embracing, touching of a sexual nature etc., is inappropriate at school functions. Sexual activity of any kind is not permitted at school sponsored activities or on school grounds.**

Any person, **including adults**, who behave in an unsportsmanlike manner during an athletic or extra-curricular event may be ejected from the event the person is attending and or denied admission to school events for up to one calendar year after a School Board Hearing (105 ILCS 5/24-24). Examples of unsportsmanlike conduct include the following, but are not limited to:

1. Using vulgar or obscene language
2. Possessing or being under the influence of any alcoholic beverage or illegal substance;
3. Possessing a weapon;
4. Fighting or otherwise striking or threatening another person;
5. Failing to obey the instructions of a security officer or school district employee; and/or
6. Engaging in any activity which is illegal, disruptive, or offensive.

### **INTERNET USAGE**

**Please read the enclosed *Authorization for Electronic Network Access* and discuss it together.**

Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks.

**Grand Ridge Community Consolidated School District 95, takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Though efforts will be made to avoid access to inappropriate Internet sites, students are ultimately responsible for the sites they access.**

**Chat rooms and Instant Messaging are not to be used at Grand Ridge School. Students MUST have permission to send email. The use of inappropriate material or language, violation of copyright laws, or violation of any other the Internet/Computer Use Agreement policy may result in a loss of privilege.**

**Remember, that you are legally responsible for your child's actions. Also, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, CCSD 95 supports and respects each family's right to decide whether or not to authorize Internet access. If you agree to allow your child to have an Internet account, sign the *Authorization* form, located on the front page, and return it to the school.**

#### **Authorization for Electronic Network Access**

All use of the Internet shall be consistent with GRCCSD 95's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and /or appropriate legal action.** The signature(s) at the

end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### **Terms and Conditions**

**Acceptable Use** – Access to GRCCSD 95’s electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for a legitimate business use.

**Privileges** – The use of the GRCCSD 95’s electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator, Building Principal, and/or technology committee will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.

**Unacceptable Use** – You are responsible for your 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 U.S. or State law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused.
- c. Downloading 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. Gaining unauthorized access to resources or entities;
- g. Invading the privacy of individuals;
- 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 (to blogs/ **Facebook, MySpace or other social networking websites**, 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** – You are 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 your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or say other inappropriate language.
- c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
- d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. **Messages and use of E-mail which is in violation of the school’s discipline code may be reported to school officials and disciplinary action taken against the student.**
- 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:** GRCCSD 95 makes no warranties of any kind, whether expressed or implied, for the service it is providing. GRCCSD 95 will not be responsible for any damages you suffer. This includes

loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. GRCCSD 95 specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** – The user agrees to indemnify GRCCSD 95 for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the *Authorization*.

**Security** – Network security is a high priority. If you can identify a security problem on the Internet, you 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. Attempt 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. Vandalisms 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** – GRCCSD 95 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 GRCCSD 95's policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.

- a. For each re-publication (on a Web site 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 and staff engaged in producing Web pages must provide library media specialists with e-mail 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 Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

#### **Use of Electronic Mail**

- a. GRCCSD 95's electronic mail system and its constituent software, hardware, and data files are owned and controlled by the School District. GRCCSD 95 provides e-mail to aid students and staff members in fulfilling their duties and responsibilities as an education tool.
- b. GRCCSD 95 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 or staff member to an electronic mail account is strictly prohibited.

- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via GRCCSD 95's Internet gateway carry with them an identification of the user's Internet "domain". This domain name is a registered domain name and identifies the author as being with GRCCSD 95. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of GRCCSD 95. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to the external recipients.
- e. 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.
- f. Use of GRCCSD 95 electronic mail system constitutes consent to these regulations.

## **STUDENT RECORDS**

### **Notification of Rights of Parents and Students**

Rules concerning student records at Grand Ridge CCSD No. 95 are based on requirements of the federal Family Educational Rights and Privacy Act, the Illinois School Student Records Act, and on the Board of Education's Student Records Policy.

The Student Records Policy may be reviewed in the Principal's office. Questions concerning the policy, the information provided below, or particular student records should be directed to the building principal.

### **Permanent and Temporary Records**

#### **A student's permanent record consists of:**

1. Basic identifying information, including the student's and parents' names and addresses, student birth date and place, and gender.
2. Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance exams.
3. Attendance record.
4. Accident reports and health record.
5. Record of release of permanent record information.

All permanent student records will be destroyed 60 years after the student graduates or permanently withdraws from school.

#### **A student's temporary record consists of:**

1. Family background information.
2. Intelligence test scores and aptitude test scores.
3. Reports of psychological evaluations, including information obtained through test administration, observation or interviews.
4. Elementary and secondary achievement level test results.
5. Teacher anecdotal records.
6. Disciplinary information.

7. Honors and awards received, and participation in co-curricular and extracurricular activities.
8. Special education files including the report of the multidisciplinary staffing on which placement (or non-placement) was based, and all records and tape recordings relating to special education placement hearings and appeals.
9. Any verified reports or information from non-educational persons, agencies or organizations and other verified information of clear relevance to the education of the student.
10. Record of release of temporary record information.

Student temporary records will be destroyed five years after a student graduates or permanently withdraws from school.

### **Directory information**

The following information is designated as directory information and shall be released to the general public, unless the parent requests in writing, delivered to the building principal by October 1, 2011 or within 30 days of initial enrollment, that any or all such information not be released:

1. Identifying information, including the student's name, address, telephone listing, photograph, grade level, birth date and place, and parents' names and addresses.
2. Academic awards, degree and honors.
3. Information in relation to school-sponsored activities, organizations, and athletics.
4. Period of attendance in the school.

### **Parent and student rights in regard to student records**

**Parents, or a student who has become 18 years old (“eligible student”), have the right to:**

1. Inspect and copy the student's education records within 15 days of the date the District receives a request that identifies the records which the parent or eligible student wishes to inspect. The principal will make arrangements for access and will notify the parent or student of the time and place where the records may be inspected. There will be a charge of \$.25 per page for copies.
2. Request the amendment of student records that the parent or eligible student believes are inaccurate or misleading, by writing to the school principal. The written request should clearly identify the part of the record sought to be changed, and specify why it is inaccurate or misleading. If the District determines not to make the requested changes, the District will so notify the parent or student of its decision, of the right to a hearing regarding the request for amendment, and of the procedures for such a hearing.
3. Receive, upon request, copies of records proposed to be destroyed. The school will notify parents and students of the records destruction schedule.
4. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that disclosure without consent is authorized by state or federal statute.
  - a. Among the types of disclosure without consent allowed by statute is disclosure to a school official with legitimate educational interests, meaning a person who needs to review an education record in order to fulfill his or her professional responsibilities. The term "school official" may for these purposes include an administrator, certified or support staff member (including health or medical staff and law enforcement unit personnel), school board member, or person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or diagnostician), or a parent or student serving on a school-established disciplinary or grievance committee.

- b. The District will disclose a student's education records without consent to a school in which the student seeks or intends to enroll, upon request by that school, subject to the right of the parents (or student, as applicable) upon notice of the proposed transfer to inspect and copy the records and to seek amendment of their contents using the procedure described above.
5. File a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements of the Family Educational Rights and Privacy Act. The address of the agency that administers the Act is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

There is a Limitation on right of access where court order of protection exists.

No person who is prohibited by a court order of protection from inspecting or obtaining school records of a student shall have any right of access to the school records of that student, if the school's principal or the principal's designee has been provided a copy of such order.

### **Other protections**

A parent or student may not be forced by any person or agency to release information from the student's temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

### **Student Biometric Information Collection**

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice or facial recognition or iris retinal scans. Before collecting student biometric information, the District shall obtain written permission from the person having legal custody of the student or the student (if over age 18). Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

### **PARENT SEX OFFENDER AND VIOLENT OFFENDER NOTIFICATION**

State law requires the District notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public. The Department of State Police maintains a statewide Sex Offender Database for the purpose of identifying sex offenders. Parents/guardians can access the Statewide Sex Offender database by going to the following website: [HtmlResAnchor www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). There is a users' agreement to accept and this will take you to this website: [HtmlResAnchor http://www.isp.state.il.us/sor/sor.cfm](http://www.isp.state.il.us/sor/sor.cfm). Individual names can be searched by county or town.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at [HtmlResAnchor http://www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/).

### **ASBESTOS MANAGEMENT PLAN 2011- 2012**

This is to inform you of the status of Grand Ridge Grade School's asbestos management plan:

As required, our building's three (3) year asbestos inspection was conducted in the Grand Ridge School in **January 2010**. The last sixth-month asbestos inspection was conducted in **July 2011**.

The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years.

The inspection/management plan is available for public review in the school office. The schools contact person is David Mathis, Superintendent and the schools management person is Ron Curry of Ideal Inspection of Bloomington, Illinois, (1-800-535-0964).

### **INTEGRATED PEST MANAGEMENT PLAN AND INSECT CONTROL**

Pests and insects can pose significant hazards to people, property and the environment. Current law allows the Grand Ridge Community Consolidated School District 95 to treat the school and grounds to control pest and insects. The district practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. **Grand Ridge CCSD 95 will apply the pesticides on the second Friday of every month after school has been dismissed. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides.**

The school district is establishing a registry of people who wish to be notified prior to *unscheduled* pesticide applications. The regular schedule is the second Friday of each month. To be included in this registry, please contact:

Superintendent David Mathis, Grand Ridge CCSD 95, 400 W Main Street, Grand Ridge, IL 61325. If there are any questions about the district's Integrated Pest Management Plan, please contact the school district at 815-249-6225.

### **GRAND RIDGE BOARD OF EDUCATION**

**This handbook is only a summary of board policies governing the district and that board policies are available to the public at the district office. Reminder, the handbook and board policies may be amended during the year without notice.**

**If a parent has a concern about an issue, the following chain of command should be followed:**

#### **CHAIN OF COMMAND FOR PARENTAL CONCERNS**

- 1. Conference between the teacher and concerned parent is held.**
- 2. If not satisfied, the parent and teacher confer with the principal.**
- 3. If not satisfied, parent, teacher and principal confer with the superintendent.**
- 4. If not satisfied, parent, teacher, principal, and superintendent confer with the Board of Education.**

The Grand Ridge Board of Education meets the second Tuesday of each month at 7:00 PM (October meeting and May meeting are at 8:00PM) in the school music room. Visitors are always welcome.

Persons wishing to address the Board are asked to write the Board Secretary a week prior to the meeting to request to be put on the agenda.

Petitions to run for the School Board are available from the Board Secretary on dates set by the LaSalle County Clerk.